



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: WESA Assistant Manager
Location: White Earth
Pay: Neg/DOQ

Benefits: Full

Open: 10-08-18
Close: 10-19-18
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for ensuring the daily operations of the substance abuse program is meeting licensing standards, timely assessments, and treatment programming; in addition to prevention services. In addition, this position would assist in the daily operations of WESA which includes staff supervision, representation of the program, and monitoring of sites. Supervise staff of the WESA Program.

- Completes reports to manager and ensures documentation is complete.
- Assist with supervising the outpatient sites to ensure a healing and holistic environment.
- Assist with supervising Intake and Rule 25 Assessments, Care Coordination.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council, WESA, and Behavioral Health.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of substance about programs and treatments.
- Ability to foster a cooperative work environment.
- Ability to deal with unpleasant, angry or discourteous staff or clients.
- Skilled in program improvement, being a team player, and in management.
- Ability to understand and support the Manager in continuous quality improvement.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.

Qualifications:

- **Bachelor's degree in Behavioral Health field or 8 years' experience working in the health, behavioral health, education, or human services.**
- **Two years' experience in management or supervision preferred.**
- **UMICAD I, II, III/LADC certified.**
- **Must be free from chemical abuse problems for at least 2 years.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a drug screening at hire and throughout the year.**

Mail Applications to: White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591
Download Applications at: www.whiteearth.com

EEO with Native Preference
A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed