



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox. DISTRICT II Eugene Sommers DISTRICT III Laura Lee Erickson

Position: Acute Care Lodge Coordinator

Location: Strawberry Lake, MN.

Pay: \$26.23/hr.

Benefits: Full

Open: 01/27/2025

Close: 03/14/2025

Status: Full time

This position is responsible for the overall supervision of the shift supervisors, lodge staff and clients ensure adequate supervision, leadership, coordination of services, client care and supervision, staff coverage, safety, and response personnel. The Lodge Coordinator will also be responsible for the positive representation of Men's Acute Care and its property of providing leadership and accountability to the staff and clients.

Position's outcomes:

- Provides supervision and safety checks of all lodges to promote safety, support and supervise staff, and ensure security of grounds.
- Provide staff direction and leadership to ensure staff are adequately trained and supervised.
- Provides client care and supervision.
- Interact positively with clients on an individual and/or group basis.
- Ensures open written and verbal communication to ensure consistency.
- Maintain open and positive communication with other staff, family members, placing agents, and other providers.
- Complete daily log of activities.
- Document all response calls on form provided and submit it to supervisor weekly.
- Maintain written and verbal communication with other shift supervisors and direct supervisors.

Knowledge, Skills and Abilities:

- Knowledge of staff supervision, leadership, training, team building, performance improvement planning, scheduling, employee evaluation.
- Knowledge of chemical dependency, mental health, and family relationships.
- Knowledge of ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Men's Acute Care Center health department.
- Strong skills crisis recognition, prevention, and intervention.
- Ability to interact therapeutically and positively with clients and families.

Qualifications:

- **BS/BA in related field AND 1-year supervisory experience OR AA in related field and two (2) year related experience including 1-year supervisory experience OR HS diploma/GED and three (3) years related experience/education INCLUDING 1-year supervisory experience.**
- **Experience in a residential/chemical dependency treatment setting preferred.**
- **Experience in crisis prevention and intervention preferred.**
- **Preferred UMICAD I certified.**
- **CPR Certified or willing to obtain upon hire.**
- **Must be free of chemical use problems for at least two (2) years immediately preceding their hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.**
- **Must pass a background check and drug screening.**
- **Must have a valid MN driver's license and insurance for travel between sites and other business-related destinations.**

Mail Applications to: White Earth Reservation Business Committee

Attention: Human Resources

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