



# WHITE EARTH RESERVATION

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

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## Job Announcement

**Position: Acute Care Program Manager**

**Location: Strawberry Lake, MN**

**Pay: \$32.52/DOQ**

**Benefits: Full**

**Open: 01/21/2025**

**Close: 02/04/2025**

**Status: Full time**

### Position Summary:

This position is responsible to assist to oversee daily operations of the Acute Care treatment program and manage services in accordance with White Earth Tribal Policies and procedures and current federal, state and local standards, guidelines, and regulations that govern, as well as direct oversight of program personnel.

### Position Outcomes:

- Administer aspects within the program to ensure program objectives are met and scope of work completed.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Contributes to short and long-range goals and recommendations affecting assigned departments or programs to conform with organizational objectives.
- Creates and completes reports to comply with required agencies (internal and external).
- Ensures program funds are spent in accordance with organizational policies.
- Ensures program revenue is maximized in accordance with organizational policies.
- Professionally represents program and organization in an exemplary manner.

### Knowledge, Skills and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Human Services.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Ability to work cooperatively within Behavioral Health Service, White Earth RBC, local, State, and Federal meetings, committees and/or boards to make the work of the group successful and effective.
- Skilled in leadership techniques, production methods, and coordination of people and resources.
- Knowledge of DAANES reporting.
- Ability to remain calm in highly stressful environment, logically figure out the strengths-based solution to problems or crises.
- Ability to work flexible hours
- Ability to answer questions or respond to crises 24 hours per day, 7 days per week.

### Qualifications Required:

- **Bachelor's degree in the Human Service (or related) field preferred; or 10 years providing substance use disorder, mental health, or social services.**
- **Minimum two (2) years of supervisory experience preferred.**
- **Knowledge of Anishinaabe customs and culture.**
- **Must be free from chemical use problems for at least 5 years.**
- **Valid MN Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**

Mail Applications White Earth Tribal Council

Attention: Personnel

P.O. Box 418

White Earth, MN 56591

Download Applications at: [www.whiteearth.com](http://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*