



WHITE EARTH RESERVATION

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

Job Announcement

Position: Acute Care Program Manager

Location: Strawberry Lake, MN

Pay: \$32.52/DOQ

Benefits: Full

Open: 04/29/2025

Close: 05/13/2025

Status: Full time

Position Summary:

This position is responsible for assisting in overseeing daily operations of the Men's Acute Care treatment program and managing 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.

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.

Qualifications Required:

- Bachelor's degree required, or 3 years of management/supervisory experience in human services administration or supervising staff.
- Requires at least 1 year of experience providing direct services to individuals with substance use disorder or 1 year of experience managing or supervising those services.
- UMICAD, I required, UMICAD II/III preferred.
- Knowledge of Anishinaabe customs and culture
- Driver's License and insurance to drive between sites.
- Ability to pass a criminal background check.
- Must be free from chemical use problems for at least 5 years.

Mail Applications 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*