



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: 02/19/2025

Close: 03/14/2025

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 in the Human Services, Behavioral Health, or a related field preferred; or four (4) years of experience providing substance use disorder, mental health, or social services; or an equivalent combination of education and experience.
- High School Diploma or GED required.
- UMICAD I certification required; UMICAD II, or III certification or Licensed as an Alcohol and Drug Counselor (LADC) preferred.
- If not certified as UMICAD II or III or an LADC, must obtain certification/licensure within two (2) years of hire.
- Minimum of one (1) year of supervisory experience in a healthcare, behavioral health, or social services setting preferred.
- Two (2) years or more experience working in Native American communities providing culturally appropriate services.
- Must be free of chemical use problems for at least the two years immediately preceding hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.
- Must have a valid driver's license, be insurable by agency driver insurance, and have adequate vehicle insurance for travel between sites and other business-related destinations.
- Successful completion of a criminal background check.

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*