



# WHITE EARTH RESERVATION

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

**Position: Civil Commitment Intake Coordinator**

**Location: White Earth, MN**

**Pay: \$21.44**

**Benefits: Full**

**Open: 12/15/2025**

**Close: Until Filled**

**Status: Full time**

This position is responsible for coordinating the civil commitment intake process, including the effective delivery of intake, assessment, and supportive services to individuals involved in the civil commitment system. The Civil Commitment Intake Coordinator is responsible for assisting individuals in determining needs to support recovery, wellness, and healthy living and to work toward discharge from civil commitment as well as court-ordered services through legal or civil commitment pathways.

**Position's outcomes:**

- Document referrals and gather referral information from referring agents.
- Conduct Comprehensive Assessment assessments as indicated.
- Provide service orientation to client, referring agents, and family members when appropriate.
- Build and maintain positive relationships with community service providers and participate in collaborative meetings as well.

**Knowledge, Skills, and Abilities:**

- Knowledge of behavioral health/holistic treatment philosophy and approaches, adult mental health. Substance use disorders, and White Earth Civil Commitment Code Title 29.
- Knowledge of and ability to conduct Comprehensive Assessments.
- Knowledge of the requirements of the White Earth Substance Abuse Treatment Standards.
- Knowledge of the ability to follow than apply the policies and procedures of the White Earth RBC, Health Division, and White Earth Substance Abuse.
- Knowledge of the demographics, culture, customs, and geography of the White Earth Reservation and Native American people.
- Knowledge of tribal and county health and human service programs.

**Qualifications:**

- **High School Diploma, or its equivalent (G.E.D.)**
- **Licensed Alcohol and Drug Counselor (LADC) or exempt from licensure under Minnesota Statutes, chapter 148F, or Certified Alcohol and Drug Counselor (CADC) under UMICAD or licensed as an Alcohol and Drug Counselor under licensing standards approved by Tribal Council or its designee.**
- **1-year related experience.**
- **Prefer experience with Native American communities/people.**
- **Must be over the age of 18, responsible, mature, healthy adult who is able to carry the license holder's duties.**
- **Must pass criminal background check/applicant background study.**
- **Must be free of chemical use problems for at least 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 pass drug screen at hire and throughout employment according to White Earth HR policy.**
- **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](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*