



WHITE EARTH RESERVATION

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

Position: Behavioral Health Grants Manager

Location: White Earth, MN

Pay: \$28.90 hr./DOQ

Benefits: Full

Open: 08/18/2025

Close: 08/29/2025

Status: Full time

Position Summary:

This position is responsible for grant management for several Behavioral Health Division programs. It requires working with multiple managers, multiple service provision types, and multiple funding agencies. Grant reporting, grant narratives, financial reports, and monitoring grant budgets are key components.

Position outcomes:

- Responsible for maintaining a job description database that offers consistency in positions and salaries across behavioral health and utilizing those job descriptions when seeking grant funding.
- Responsible for assisting Behavioral Health with writing grant budgets.
- Responsible for assisting managers within Behavioral Health on grant spending, and maximization for grant resources.
- Communicate with Behavioral Health Director, program managers, and external sources to ensure organizations is represented in a professional manner.

Knowledge, Skills, and Abilities:

- Skilled in budgeting.
- Skilled in feasibility planning.
- Skilled in grant monitoring.
- Ability to work cooperatively within Behavioral Health, White Earth RBC, local, State and Federal meeting groups, committee and/or boards to make the work of the group successful and effective.
- Knowledge of third-party supplemental income principles.

Qualifications:

- **Bachelor's degree preferred in Health, Behavioral Health, or Business; or 5 years' experience supervising or managing grants.**
- **Two years' experience in healthcare or behavioral health services required.**
- **Valid 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

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (833) 786-0724