



# 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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**Position:** Behavioral Health Project Outreach Coordinator

**Location:** White Earth, MN

**Pay:** \$26.23/DOQ

**Benefits:** Full

**Open:** 04/14/2025

**Close:** 04/25/2025

**Status:** Full time

**Position Summary:**

The Outreach Coordinator plays a critical role in the delivery of behavioral health and wellness services within the community. This position is pivotal for the successful coordination, implementation, execution, and completion of assigned behavioral health and research projects, including those focused on improving addiction treatment through contingency management interventions and Tribal/Community-Based Participatory Research (T/CBPR). The Outreach Coordinator will work in partnership with the Behavioral Health Research Team to design, plan, and coordinate an array of research-related activities. These include targeted outreach, recruitment for qualitative interviews, implementation of contingency management protocols, and hosting community meetings and events that support community engagement and culturally grounded research efforts.

**Position outcomes:**

- **Project & Research Management:** The Outreach Coordinator will provide grant project planning, progress tracking, and reporting, meticulously reviewing project goals, timelines, and implementation plans in tandem with the Associate RN Clinical Director, grant project staff, technical assistants, and division leadership.
- **Stakeholder Engagement:** They will attend and participate actively in planning and development meetings, and other events related to grant project operations and strategic plans.
- **Data Collection and Reporting:** In collaboration with the research team and team members, they will be responsible for the implementation and collection, incentive tracking, analysis, and reporting of project outcome data.
- **Training & Intervention Coordination:** A key part of this role involves coordinating and facilitating gatekeeper training sessions for suicide prevention and intervention.

**Knowledge, Skills, and Abilities:**

- **Communication:** Excellent verbal and written communication skills are crucial, as the role involves collaboration and planning with multiple stakeholders, including White Earth Behavioral Health, White Earth RBC, State, and Federal meeting groups.
- **Project Management:** Experience in project management and coordination is required, including the ability to manage deadlines, prioritize tasks, and handle multiple responsibilities simultaneously.
- **Teamwork:** This role requires both independence and team collaboration skills. The ability to contribute positively to a team and work effectively, and timely, on individual tasks is essential.

**Qualifications:**

- **An associate degree and two years of experience in project coordination, outreach, or behavioral health-related work is required.**
- **Experience working with Native communities and in research or clinical settings is strongly preferred.**
- **Valid driver's license, insurance, and reliable transportation are required due to community-based responsibilities.**
- **Other Qualifications:**
- **Ability to work independently and as part of a team.**
- **Possess strong and effective written and verbal communication skills.**
- **Be culturally competent and effective working with Native American populations.**
- **Ability to utilize computerized electronic health record documentation.**
- **Must be able to pass a criminal background check and drug screening.**

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*