



# WHITE EARTH RESERVATION

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

**Position: Circle Back Comprehensive Assessor**

**Location: WEFT – Strawberry Lake**

**Pay: \$20.42/hr**

**Benefits: Full**

**Open: 04/24/25**

**Close: Until Filled**

**Status: Full-Time**

This position is responsible for providing Comprehensive Assessments, secure placement and provide some treatment coordinator to individuals with substance problems. To assist the client with direct access to services according to ASAM criteria placement. The assessment examines a client's life in far more detail so that accurate diagnosis, appropriate treatment placement, problem lists, and treatment goals can be made. Using qualified clinicians, a comprehensive assessment enables the treatment provider to determine with the client the most appropriate treatment placement and treatment plan. Assessments should include multiple sources of information to obtain a broad perspective of the client's history, level of functioning and impairment, and degree of distress.

- Provide outreach, assessment, and treatment planning to clients.
- Administer urine/drug screens as necessary to clients.
- Implement White Earth Substance Abuse Program services.
- Participate in community communication through educational services.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Creates and completes reports to comply with required agencies (internal and external).
- Performs other duties and responsibilities as required or assigned.

## **Knowledge, Skills & Abilities:**

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Substance Abuse Program and the White Earth Reservation Business Committee.
- Knowledge of 12 core functions and the 8 performance domains.
- Knowledge of principles, methods and procedures for diagnosis, treatment and rehabilitation.
- Ability to role model professional, ethical, respectful, assertive behavior.
- Skilled in the operations of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and RPMS.
- Knowledge of pharmacology of addictions.
- Ability to effectively communicate with clients and co-workers, have strong verbal and written communication skills.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

## **Qualifications include:**

- High School Diploma or GED
- Ability to be certified to do Comprehensive assessments upon 30 days of hire as organized by WESA.
- Able to obtain Level I certification through Upper Midwest Indian Council on Addictive Disorders (UMICAD) within 1 year of hire.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.
- Free of chemical use problems for at least (2) years preceding hire.

Mail Applications to: White Earth Tribal Council

Attention: Personnel

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*