



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: Juvenile Wellness Case Manager

Location: White Earth, MN

Pay: \$22.51

Benefits: Full

Open: 07/17/24

Close: Until Filled

Status: Full time

This position will provide case management services to youth; provide reports and recommendations to the multidisciplinary team and Tribal Court; to perform formal risk assessments, monitoring, and/or referral services and counselling to juveniles involved in the juvenile delinquency system.

Position's outcomes:

- Assess juvenile clients and create case management, supervision, and wellness plans.
- Ensure assessment and reassessments on all offenders are complete.
- Employ motivational interviewing, effective case management techniques and formal case plans.
- Coordinate inter-agency cooperation and collaboration in the implementation of an appropriate treatment plan to maximize offender's opportunity for a positive adjustment in the community.
- Maintain proper documentation standards according to professional licensure requirements, clinical billing processes, and all internal policies and procedures.
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- Maintain accurate and timely records on all assigned clients including treatment plans, weekly case notes, consultation, monthly progress reports, file reviews and discharge summaries for the purpose of effective client interventions, accountability, and administration.
- Ensure client information is safely documented in files (electronic).
- Ensure timely client documentation is performed (within 72 hours).
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council, the White Earth Probation Department and criminal justice system.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of laws, legal codes, court procedures, government regulations, and agency rules.
- Ability to communicate effectively, both orally and in writing.
- Skilled in giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to work after hours, weekends to monitor youth and assist with transportation.
- Ability to engage members of collaborative partnerships in healthy discussions, cooperation, and working relationships.

Qualifications:

- **AA Degree OR High School Diploma with an equivalent in education and four (4) years of experience in related field.**
- **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**

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*