



# 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:** \$26.23/DOQ

**Benefits:** Full

**Open:** 04/06.26

**Close:** Until Filled

**Status:** Full time

Position Summary:

**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 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).

### 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 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.

### Qualifications:

- Associate's degree (AA) in Criminal Justice, Human Services, or related field or High School Diploma/GED with two years of experience in related fields.
- Licensed Alcohol and Drug Counselor (LADC) or exempt from licensure under Minnesota Statutes, chapter 148C, or certified as an alcohol and drug counselor under UMICAD or a person licensed as an Alcohol and Drug Counselor under licensing standards approved by Tribal Council or its designee. Or able to obtain within 1 year of hire.
- Have Treatment Coordination certification, or ability to obtain within 60 days of hire.
- Ability to complete Rule 25/Comprehensive Assessment Certification within 6 months of hire.
- Documented one-year case management experience in substance abuse, mental health, or criminal justice including culturally appropriate service delivery.
- Two (2) years or more experience working in Native American communities providing culturally appropriate services.
- Cultural knowledge and ability to apply it to individual and group work.
- Ability to work flexible hours/evenings and weekend, including on-call scheduling to respond to crises after business hours and weekends.
- Ability to work in dangerous situations, environment, and/or communities in crisis situations involving substance abuse.
- Must pass criminal background check/applicant background study.
- Must be free of chemical use problems for at least the two years.
- Must pass drug screen at hire and throughout employment according to the 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*