



WHITE EARTH RESERVATION

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

Position: Mental Health Business Manager

Location: White Earth, MN

Pay: \$26.23 hr./DOQ

Benefits: Full

Open: 08/18/2025

Close: 08/29/2025

Status: Full time

Position Summary:

This position is responsible to plan, direct, and oversee business operations of the Mental Health Program including administrative operations management, financial management, and assigned personnel supervision. This position provides executive level coordination of numerous Federal and State Grants, as well as managing the revenue fund, and communicates with the Manager and staff in order to maximize their efficiency through effective organization, positive communication and successful completion of administrative priorities.

Position outcomes:

- Provides administrative operations coordination for the agency to ensure that agency goals are met.
- Provides administrative support for agency operations to ensure documentation is accurate and thorough.
- Coordinates all administrative aspects of meetings to assure all relevant issues are presented and meeting records fulfill requirements.
- Develop, maintain and evaluate the Mental Health software systems that track referrals, admissions and discharges, and personnel requirements.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures the White Earth Tribal Council and the Mental Health Agency.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to communicate effectively both orally and in writing.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.

Qualifications:

- **Bachelor's degree in Business Administrative Management, Finance, Accounting, or related field preferred or four (4) or more years' experience in providing executive level support/business/financial management.**
- **Must pass background check.**
- **Must pass drug screen at hire and throughout employment according to the White Earth HR policy.**
- **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

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*