



WHITE EARTH RESERVATION

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

Position: Mental Health Intake Case Manager

Location: White Earth, MN

Pay: \$22.51/hr.

Benefits: Full

Open: 06/23/2025

Close: 07/11/2025

Status: Full Time

Position Summary:

This position coordinates the effective delivery of services to individuals referred for behavioral health services to ensure collaboration with local providers and community resources. This position will be responsible for completing intake and assessment forms and distributing the completed forms to the appropriate programs, monitoring completion, aftercare, and ensuring referrals that are recommended by providers for families/individuals are followed.

Position Outcomes:

- Coordinates effective delivery of services to individuals referred for behavioral health services.
- Coordinate transitional service plans for individuals being discharged from residential and/or inpatient programming.
- Make referrals to service providers when appropriate.
- Consults with other paraprofessionals regarding appropriate triage of referrals.
- Builds positive rapport with other tribal and county service providers.
- Coordinates and conducts intake and assessments process to ensure timely response to referrals, regulatory compliance, and a warm welcome to clients, referring agents, and family members.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Tribal Council and the Mental Health Program.
- Knowledge of mental health, substance use disorders, child and adolescent development and family relationships.
- Skilled in verbal and non-verbal forms of communication.
- Skilled in problem-solving in sometimes stressful circumstances.
- Ability to keep thorough case documentation to support reimbursement for services delivered.
- Skilled in problem-solving in sometimes stressful circumstances.

Qualifications:

- **High School Diploma or GED required.**
- **AA in Behavioral Sciences or Human Services preferred.**
- **2 years' experience in administrative support, case management, or mental health/social services intake setting.**
- **Experience in culturally appropriate service delivery.**
- **Must have working knowledge of client confidentiality and compliance with federal, state, and tribe confidentiality standards.**
- **Must pass criminal background check/applicant background study.**
- **Must pass drug screen at hire and throughout employment according to the White Earth HR policy.**
- **Must have valid MN driver's license and insurance for travel between**

Mail Applications to: White Earth Tribal Council

Attention: Personnel

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