



# 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: MOUD Assistant Treatment Manager**

**Location: White Earth, MN**

**Pay: \$28.90/DOQ**

**Benefits: Full**

**Open: 02/19/2025**

**Close: 03/21/2025**

**Status: Full time**

### Position Summary:

This position assists in overseeing the daily operations of the Medication-Assisted Treatment (MAT) Program, including the management and coordination of services in align with White Earth Tribal policies and procedures, as well as applicable federal, state, and local standards and regulations. The Assistant Treatment Manager provides direct oversight of program personnel, supports the implementation of culturally responsive and holistic treatment services, and ensures the efficient operations of the program to meet the needs of families affected by opioid misuse.

### Position Outcomes:

- Provides day-to-day administrative and programmatic assistance to Program Manager, including but no limited to: Supervises daily activities of program staff and ensures delivered services meet the needs of clients.
- Participates in appropriate supervision of assigned recovery support professionals, intake workers, SUD counselors, and case managers to assure standards of care are met within service provision.
- Provide and ensure coordination and service delivery for clients and family with community connections and access to community resources through case management, care coordination and community outreach activities.

### Knowledge, Skills and Abilities Required:

- Knowledge of DANNES and other data reporting standards.
- Knowledge and skills in Motivational Interviewing.
- Skilled in the operations of a personal computer, including related software such as Microsoft Office (Work, Excel, PowerPoint, Outlook, Electronic Health Record).
- Ability to work flexible hours/evenings and weekends, including on-call scheduling to respond to crises after business hours, holidays, and weekends.
- Ability to work in dangerous situations or environment, communities.
- Ability to work in crisis situations involving substance use.

### Qualifications Required:

- Associates Degree in Human Services, Behavioral Health, or a related field preferred; or two (2) years of experience providing substance use disorder, mental health, social services; or an equivalent combination of education and experience.
- High School Diploma or GED required.
- UMICAD I certification required; UMICAD II or III certification or Licensed as an Alcohol and Drug Counselor (LADC) preferred.
- If not certified as UMICAD II or III or an LADC, must obtain certification/licensure within two (2) years of hire.
- Minimum of one (1) year of supervisory experience in healthcare, behavioral health, or social services setting preferred.
- Two (2) years or more experience working in Native American communities providing culturally appropriate services.
- Must be free of chemical use problems for at least the two years immediately preceding hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.
- Must have a valid driver's license, be insurable by agency driver insurance, and have adequate vehicle insurance for travel between sites and other business-related destinations.
- Successful completion of a criminal background check.

Mail Applications 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*