



# WHITE EARTH RESERVATION

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

**Position: OMC Recovery and Treatment Coordinator**

**Location: Bemidji, MN.**

**Pay: \$22.51/Hr.**

**Benefits: Full**

**Open: 04-14-25**

**Close: Until filled**

**Status: Full time**

This position is responsible for providing substance use disorder (SUD) recovery and treatment coordination services as part of the deliberate, collaborative planning with the client and other professionals involved with the client's care to improve treatment outcomes. The Recovery and Treatment Coordinator provides comprehensive SUD care coordination and direct service provision including counseling (individual and group), case management, assessment, aftercare, and educational services (individual, group, and family).

**Position's outcomes:** Provide collaborative SUD treatment and care coordination services according to Tribal, state, and federal standards, regulations, and policies, including but not limited to:

- Assistance in coordination with significant others to help in the treatment planning process whenever possible.
- Assist with gathering ROI, and other documents, and providing them to treatment programs.
- Facilitation of referrals to substance use disorder services as indicated by the client's medical provider, SUD case manager/counselor, comprehensive assessment, or treatment plan.
- Supports development and availability of a comprehensive referral system.
- Maintain proper documentation standards according to professional licensure requirements, clinical billing processes, and all internal policies and procedures.

**Knowledge, Skills and Abilities:**

- Knowledge of ASAM Level of Care and other modalities of treatment and recovery.
- Knowledge of 12 Core Functions according to licensure/certificate.
- Knowledge of DANNES and other data reporting standards.
- Knowledge and skills in Person Centered-Cognitive Behavioral Theories.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to build rapport and working relationships with cultural and ceremonial providers.

**Qualifications:**

- Associate 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.
- SUD Treatment Coordination certified (30-hour training) or ability to obtain certification within 90 days.
- Comprehensive Assessment certification or ability to obtain within 90 days.
- At least 2,000 hours of supervised experience working with individuals with substance use disorder.
- Documented one (1) 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.
- Ability to work flexible hours/evenings and weekends, including on-call scheduling to respond to crises after business hours and weekends.
- Ability to work in dangerous situations or environment, communities.
- Ability to work in crisis situations involving substance abuse.
- Must be over the age of 18, responsible, mature, healthy adult who is able to carry out the license holder's duties.
- Must pass criminal background check/applicant background study.
- 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 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

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