



WHITE EARTH RESERVATION

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

Position: OMC Residential Business Manager

Location: White Earth, MN

Pay: \$26.23 hr./DOQ

Benefits: Full

Open: 06-08-26

Close: 06-19-26

Status: Full time

Position Summary:

This position is responsible for overseeing business operations of residential treatment centers for White Earth Reservation, including financial management, billing and intakes for residential campuses. This position closely monitors the efficiency of the business plans and strategies to align with the forecast and goals.

Position outcomes:

- Provides administrative support for agency operations to ensure documentation is accurate and thorough.
- Oversees intake, Screening, and emergency services to new residential treatment sites.
- Attend training as needed to gain competency on the performance of assigned responsibilities and duties.
- Consults, coordinates, and communicate with internal and external identified personnel to maximize the services and productivity of the residential treatment sites.
- Conduct financial oversight activities that ensure the agency is financially sound and prosperous and ensure funds are being spent appropriately.
- Coordinates the finance tracking and billing process between the residential campus and the Earth Tribal Claims department to ensure efficient billing process.
- Serves as liaison between the residential campuses and administrators to maximize available resources and to maintain high level of customer satisfaction.
- Provides personnel management as assigned.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures the White Earth Tribal Council, the Oshki Manidoo, the Acute Care Center, Family Treatment Center, Women's Wellbriety Center, and others.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
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- 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 performing under pressure and making decisions in the best interest of the agency.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook, data base systems).

Qualifications:

- **Associate's degree (A.A.) or equivalent from (2) year college or technical school in administrative Management Finance and Accounting, or related field and three (30 or more years' experience in providing executive level support/business management; or equivalent combination of education and experience.**
- **Must be a navigator or willing to obtain within (3) months of hire.**
- **Must be willing to travel to residential treatment sites on a weekly basis.**
- **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.**

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

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (833) 786-0724