



WHITE EARTH RESERVATION

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

Position: OMC WWB Program Manager

Location: Bemidji, MN

Pay: \$35.83 hr./DOQ

Benefits: Full

Open: 06-22-26

Close: 06-25-26

Status: Full time

The Women's Wellbriety Residential Treatment Program Manager is responsible for overseeing the daily operations of the Women's Wellbriety residential treatment program located in Bemidji, Minnesota. Duties and responsibilities are to maintain compliance with White Earth Nation residential treatment policies and procedures and current federal or state regulations where they govern mandatory treatment requirements and impact third party billing. This role entails providing daily leadership, guidance, and support to clients as well as staff. Duties of the position include direct oversight of program personnel and enhancing wellbeing of youth who elect to receive services at the program. The Manager's duties include optimizing the safety, well-being, and recovery-focused care of youth in our program, with inclusion of culturally based holistic healing environment. This includes ensuring treatment requirements are met, services are maximized and optimal for clients, and the lodge's daily activities provide a healthy, positive atmosphere. The position will address barriers to treatment and identify solutions. This position is responsible for budget oversight and compliance, meeting goals established by the Nation, writing reports, and communication with Behavioral Health leadership.

Position Outcomes:

- Ensure programmatic adherence to policies, procedures, licensure, and best practices.
- Coordinate and oversee the admission, assessment, discharge, and transition processes for clients.
- Maintain open communication and effective collaboration with the clinical team, service providers and others to ensure holistic client care.
- Ensure provider staff are maintaining accurate and up-to-date client records, including completed documentation within 72 hours of clients encounters or services.
- Maintain a safe and secure environment within the lodge, to promote the safety of clients.
- Ensure staff receive onboarding training, ongoing training, monitoring, and feedback regarding performance.
- Create an annual operating budget along with the Business Manager.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Nation.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Ability to work cooperatively within a Behavioral Health Service, White Earth RBC, local, State and Federal meetings, committees and/or boards to make the work of the group successful and effective.
- Skilled and fluent in project management.
- Skilled in maximizing revenue through third party billing.
- Ability to communicate effectively, both orally and in writing.
- Ability to write reports, business correspondence and/or procedures manuals.

Qualifications:

- **Bachelor's degree in business administration, Healthcare Administration, Human Services or a related field, or Associates degree with equivalent work experience in program management.**
- **Minimum (2) two years' program management experience with direct supervision of staff.**
- **LADC or UMICAD Certification required.**
- **Knowledge of Anishinaabe customs and culture.**
- **Driver's License and insurance required.**
- **Ability to pass a criminal background check.**
Must be free from chemical use problems for at least 5 years and maintain freedom from SUD problems which could interfere with integrity of the position.

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.*