



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 Shift Supervisor
Location: Oshki Manidoo Center, Bemidji, MN
Pay: \$21.44/hour

Benefits: Full

Open: 11-25-24
Close: 12-06-24
Status: Full Time

This position is responsible on assigned shift/lodge for the supervision of campus, staff, and clients to ensure adequate supervision and leadership, client care and supervision, staff coverage, safety and response personnel including communication with off-duty personnel and community.

Position Outcomes:

- Provides supervision and leadership to assigned shifts.
- Provides client care and supervision.
- Ensures open written and verbal communication to ensure consistency.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills & Abilities:

- Knowledge of chemical dependency, mental health, adolescent development, and family relationships.
- Knowledge of staff supervision, leadership, training, team building, performance improvement planning, scheduling, employee evaluation.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Tribal Council and the Oshki Manidoo Center.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA), government regulations, federal privacy act and agency rules
- Strong skills in crisis recognition, prevention, and intervention.
- Strong organizational skills and ability to manage multiple responsibilities.
- Knowledge of culturally appropriate services.
- Skills in written and verbal communications.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Ability to interact therapeutically and positively with troubled youth and families.
- Skills in computer operations and document development.

Qualifications:

- BS/BA in related field OR AA in related field and two (2) year related experience OR HS diploma/GED and three (3) years related experience/education.
- Prefer (1) one year experience.
- Experience in a residential/chemical dependency treatment setting preferred
- Experience in crisis prevention and intervention preferred
- CPR certified or willing to obtain upon hire.
- Must be over age 18, responsible, mature, healthy adult who is able to carry out the duties assigned.
- Must be free of chemical use problems for at least (1) one years immediately preceding their hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.
- Must pass a Background and Drug Screening.
- Valid driver's license and insurance for travel between sites and other business-related destinations.

Send applications to: White Earth Reservation Business Committee
Attn: 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*