



# 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:** Treatment Court Coordinator

**Location:** White Earth

**Pay:** \$26.23/hr.

**Benefits:** Full

**Open:** 06/02/25

**Close:** Until Filled

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for specialized administrative work coordinating activities of the Drug Court; this position will develop the necessary community linkages and funding resources to maintain the program's viability. The position will work closely with the court system to coordinate referrals and monitor intake process.

### Position Outcomes:

- Manages project budget in accordance to established policies and procedures to ensure the best use of program funds.
- Provide administrative work associated with Intake and Orientation of clients.
- Coordinates progress reviews.
- Administrative Duties of Drug Court.
- 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 of the White Earth Tribal Council, the Treatment Drug Court, and the Judicial department.
- Knowledge of the Anishinaabe community being served.
- Knowledge of drug courts, laws and regulations, best practice models
- Knowledge of behavioral health/holistic treatment philosophy and approaches, adult mental health, substance use disorders, and criminal justice.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA), government regulations, federal privacy act and agency rules.
- Ability to work in a culturally appropriate manner within the Anishinaabe community, demonstrating humility and respect.
- Ability to work closely with substance abuse and mental health clinical treatment directors to ensure work of providers in Treatment Drug Court is meeting standards.
- Ability to communicate effectively, both orally and in writing.
- Ability to communicate effectively to referral sources such as District Courts and prosecutors.
- Ability to prepare financial reports and projections.
- Knowledge of laws, tribal codes, and ability to work within those laws.
- Knowledge of court procedures and ability to effectively represent the case in court and at staff meetings.
- Ability to conduct review meetings in a cultural way that reflects Anishinaabe belief systems and is beneficial for the participant.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

### Qualifications:

- **Four (4) year degree in social work, alcohol and drug counseling, psychology, criminal justice or related field preferred or eight (8) years' experience in related field.**
- **Successful Management or administrative experience preferred.**
- **Valid Driver's License and insurance for travel between sites and other business-related activities.**
- **Must be able to pass a criminal background check and drug screening.**

#### Mail Applications to:

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.*