



# WHITE EARTH RESERVATION

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

**Position: Administrative Intake Coordinator**

**Location: Mahnomen, MN**

**Pay: \$20.42/hr.**

**Benefits: Full**

**Open: 03/17/2025**

**Close: 03/28/2025**

**Status: Full time**

This position is responsible for managing the intake and referral process, managing the reception and general office environment, and for providing administrative and operational support. The Administrative Intake Coordinator manages the effective delivery of services to clients needing substance use disorder programming to ensure timely and effective service and collaboration with community resources.

**Position's outcomes:**

- Greets all visitors and clients in a welcoming manner and provides efficient services and accurate information to present a professional image. Ensure that the daily operations and functions of the reception area and intake/referral processes meet the standards and oversee the flow of direct access/intake process for recovery and treatment services and are linked with appropriate providers and linked with services in a timely manner.
- Responsible for the processing and documentation of requests for service, intakes admissions, and transfers for behavioral health services including related screening, assessment, referrals, interventions, and coordination of the most clinically appropriate service and/or resources.
- Provides a high level of client-focused service, creating a welcoming and inclusive environment by providing general clerical duties such as reception coverage and prompt customer service to all visitors and callers.
- Provides day-to-day coordination of operations and administrative support to ensure facility/site functions run smoothly at all times.
- Maintain proper documentation standards according to professional licensure requirements, clinical billing processes, and all internal policies and procedures.

**Knowledge, Skills, and Abilities:**

- Knowledge of the MN-ITS system.
- Knowledge of tribal behavioral health, health, and human services programs
- Knowledge of mental health, substance use disorders, and family relationships.
- Skilled in verbal and non-verbal forms of communication.
- Skilled in managing time effectively.
- Ability to build rapport and working relationships with cultural and ceremonial providers.

**Qualifications:**

- **Required High School Diploma.**
- **One-year experience in clerical office/administrative support.**
- **Successfully completed MN Sure Navigator within 6 months of hire.**
- **Successfully completed becoming a Notary within 6 months of hire.**
- **Experience with substance abuse treatment preferred.**
- **Cultural knowledge and experience with Native American communities/people.**
- **Must be free of chemical abuse issues for 1 year consecutively prior to applying.**
- **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 related businesses.**

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

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment*

*Background Checks performed*