



# 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: Youth Recovery & Wellness Administrator**

**Location: To Be Determined**

**Pay: \$41.57/DOQ**

**Benefits: Full**

**Open: 04/14/2026**

**Close: 04/28/2026**

**Status: Full-Time**

### Position Summary:

The Youth Recovery, Wellness & Prevention Administrator provides leadership, oversight, and coordination of all Behavioral Health youth services, including the Juvenile Wellness Services, Circle Back Program, Dually Involved Youth (D.I.Y.) Program, Prevention Services, and the Boys & Girls Clubs of White Earth. This position integrates strategic planning with operational management to ensure high-quality, culturally grounded, and trauma-informed services for children, adolescents, and young adults. The Administrator is responsible for aligning youth programs with organizational priorities, collaborating with courts, child welfare agencies, schools, and community partners, and incorporating Anishinaabe values and traditional healing into program delivery. The role oversees program staff, ensures compliance with tribal, state, and federal regulations, manages budgets and grants, and drives measurable outcomes to improve youth wellness, reduce risk factors, and strengthen families and communities.

### Positions outcomes:

- Provide strategic direction and administrative oversight for all youth-focused programming under Behavioral Health.
- Monitor and evaluate program effectiveness, aligning outcomes with division and organizational priorities.
- Provide leadership in the development of new initiatives and funding opportunities.
- Collaborate with Tribal and District Courts, schools, counties, community organizations, and partner agencies to enhance youth wellness and prevent negative outcomes.
- Oversee program budgets, grants, and billing to maximize sustainability and ensure accountability.

### Knowledge, Skills, and Abilities:

- Familiarity with juvenile justice, child welfare systems, and Boys & Girls Club operations.
- Understanding of Anishinaabe culture and community needs.
- Ability to integrate cultural knowledge into program development.
- Proficiency in program evaluation, case management, and outcomes tracking.
- Strong leadership and supervisory skills.
- Knowledge of fiscal management and budget oversight.
- Excellent communication and public speaking abilities.

### Qualifications:

- Education: Master's degree in social work, Behavioral Health, Human Services, Education, Public Administration, or related field preferred; or bachelor's degree required and minimum of 4 years of progressive management/supervision experience in youth services, prevention, substance use, mental health, or related fields required.
- Experience working in tribal communities and Native youth preferred.
- Certification: UMICAD I, II, or III preferred.
- Valid driver's license and insurance required.
- Must pass a criminal background check.
- No chemical abuse issues in the past two years.

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  
Background Checks performed*