



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

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CHAIRMAN

Terrance "Terry" Tibbetts

SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council

Job Announcement

Position: Mental Health Business Manager

Location: White Earth

Pay: \$23.30/hr

Benefits: Full

Open: 04-17-17

Close: 04-21-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible to plan, direct, and oversee business operations of the Mental Health Agency including administrative operations management, financial management, and assigned personnel supervision.

- Provides administrative operations coordination for the agency to ensure that agency goals are met.
- Provides administrative support for agency operations to ensure documentation is accurate and thorough.
- Coordinates all administrative aspects of meetings to assure all relevant issues are presented and meeting records fulfill requirements.
- Develop, maintain and evaluate the Mental Health software systems that track referrals, admissions and discharges, and personnel requirements.
- Provides personnel management as assigned.
- 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 and the Mental Health Agency.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of financial monitoring, accounting, budgeting, cash flow projections, and billing.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.

Qualifications:

- **Associate's Degree (A.A.) or equivalent from two-year College or technical school in Administrative Management, Finance, Accounting, or related and three (3) or more years' experience in providing executive level support/business management.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a drug screening at hire and throughout the year.**

Mail Applications to:

White Earth Tribal Council

Attention: Personnel

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*