



White Earth Reservation Tribal Council

P.O. Box 418

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CHAIRMAN
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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: OMC MAT Manager

Location: Oshki Manidoo Center, Bemidji

Pay: Neg/DOQ

Benefits: Full

Open: 04-17-17

Close: 04-21-17

Status: Full Time

This position is responsible for daily medication assisted treatment services to individuals and families who are abusing opiates, by ensuring medication assisted treatment, substance abuse, mental health, cultural services are provided; and coordinated by providers within the program. Will be responsible for the supervision of staff, financial, inventory, quality assurance, risk and compliance.

- Manages multiple providers from various programs who are employed within the MAT Program.
- Manages daily medication assisted treatment program.
- Manages schedules of multiple providers from various disciplines who are invested in the Treatment Model to facilitate weekly treatment team meetings and coordination of services to clients.
- Assesses and screen referrals to the Program to determine immediate needs of clients.
- Create and complete records and reports to comply with required agencies (internal and external).
- Ensures accountability of providers engaged in the medicated treatment program.
- Ensure cultural services for families involved in the MAT program.
- Ensures Expenditures are maintained and Third party billing is maximized.

Knowledge, Skills and Abilities Required:

- Skilled in confidentiality and ability to maintain confidential records relating to clients treatment, including mental health, chemical health and medical standards.
- Skilled to develop programming that meets community and Tribal needs.
- Skilled in adapting programming to reflect changing community needs.
- Ability to manage multiple employees at different sites.
- Ability to manage multiple MAT programs at different sites.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the ability to work effectively with all different styles of clients.
- Knowledge of Tribal laws, Tribal codes, and ability to work within those laws.
- Ability to perform culturally appropriate manner with families.

Qualifications Required:

- Previous experience in the management and coordination of services in a Behavioral Health setting.
- Licensed Alcohol and Drug Counselor (LADC) or exempt from licensure under Minnesota Statutes, Chapter 148F and the White Earth Substance Abuse Treatment Standards Subpart 5 (B), or certified as UMICAD III or a person licensed as an Alcohol and Drug Counselor under licensing standards approved by Tribal Council or its designee.
- Knowledge of Medication Assisted Treatment Program and on year of experience in a SUD, MAT or Nursing setting preferred. Knowledge of SUD services preferred.
- Knowledge of Harm Reduction Services preferred. Cultural knowledge preferred.
- Driver's License and insurance to drive between sites. Must pass a criminal background check.
- Must be in good standing in the Native community.
- Must be free from chemical abuse issues for the past two years.

Send 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*