



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-3285 ext 5852

Fax (218) 983-4343

## 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: OMC Counselor Aide

Location: Bemidji, MN

Pay: \$14.33/hr

Benefits: Depending on Status

Open: 04-17-17

Close: 04-28-17

Status: Part Time/Full Time

The White Earth Reservation Tribal Council is currently seeking qualified applicants who is responsible to assist program staff in providing supervision and structure, positive interaction and support, and other essential residential functions including food service, maintenance, admissions, reception and cultural activities for youth with substance use disorder.

- Provides direct supervision and care of youth to ensure safety, well-being, positive treatment outcomes and personal growth.
- Ensures open written and verbal communication and documentation to ensure consistency.
- 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 Oshki Manidoo Center.
- Knowledge of the demographics, culture, customs and geography of the Native American Ojibwe culture.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to instruct and work with youth in the following areas: arts & crafts, sports, games, camping, therapeutic groups, self care and independent living, social skills and hobbies and education. Mentor youth in educational, cultural, social and physical activities.
- Document information, occurrences/incidents, treatment progress on a daily basis.
- Knowledge of youth chemical dependency treatment.
- Ability to consistently work shifts which include days, evening, overnights, and weekends.

### Qualifications:

- **High School diploma or GED and one (1) year related experience/education.**
- **Experience in a residential setting or substance use treatment setting preferred.**
- **Must be free of chemical use problems for at least one year immediately preceding their hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.**
- **Must complete First Aid/CPR training within 3 months upon hire.**
- **Must complete all mandatory trainings within one year upon hire.**
- **Must be over age 18, responsible, mature, healthy adult who is able to carry out the Oshki Manidoo center duties as assigned.**
- **Valid Driver's License and insurance for travel between sites and other related business.**
- **Must be able to pass a criminal background check.**
- **Must pass a drug screen at hire and throughout employment according to White Earth HR policy.**

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.*