



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

Job Announcement

Position: Youth Program Manager

Open: 04-10-17

Location: Oshki Manidoo Center, Bemidji, MN

Close: 04-21-17

Pay: DOQ

Benefits: Full

Status: Full Time

This position is responsible to provide management, supervision and guidance of the Oshki Manidoo Center adolescent treatment program and its program staff. The positional will be responsible for the oversight, operations development of the adolescent program to ensure that it follows the mission of the Oshki Manidoo Center.

- Provides leadership, training, administrative and clinical supervision to assigned staff to forward MOC's mission and organizational goals.
- Monitors programming and service delivery to ensure licensing compliance and quality care.
- Conducts comprehensive assessments on clients to determine appropriate treatment needs.
- Coordinates treatment plan development to ensure identified issues are addressed in the written treatment plan.
- Responsible for ensuring that on-going treatment planning and the documentation of treatment progress for clientele is completed.
- Provides outpatient, primary treatment and continuing care services and family support services to clients and family support services to client's and family improve client's wellbeing.
- Provides additional treatment services according to program needs including treatment site supervision to ensure holistic, treatment plan guided services among all program staff.
- Maintains all forms of documentation, record keeping and reports to ensure records to meet provider and third party billing requirements.
- Performs other duties and responsibilities as assigned or required.

Knowledge, Skills & Abilities:

- Knowledge of White Earth Youth Residential Standards of Care and White Earth Substance Abuse Treatment Standards.
- Knowledge of the demographics, culture, customs, and geography of the White Earth reservation and Native American people.
- Knowledge of principles, methods, and procedures for promoting behavioral change regarding individual and community health.
- Knowledge of evidence based practices relating to adult woman and families.
- Knowledge in various gender specific treatment modalities.
- Knowledge of Tribal and County health and social services.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA), government regulations, federal privacy act and agency rules.
- Skilled in identifying measure or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.

Qualification:

- Bachelor's Degree in Behavior Health, Social Services, Social Work or related field or a minimum of three years of work experience in administration or personnel supervision in the human services field.
- Must be certified as a Licensed Drug and Alcohol Counselor, or certified as a drug and alcohol counselor through UMICAD.
- Minimum of 1 year experience in the administration or personnel supervision in the human services or behavioral health field.
- Preferred experience in the management or administration of a residential treatment setting preferred.
- Documented competence in screening for and working with clients with mental health problems, through education, training, and experience (or within 3 months of hire).
- Prefer experience with Native American communities/people.
- CPR Certified or willing to obtain hire.
- Must be over the age of 18, responsible, mature, healthy adult who is able to carry out the license holder's duties.
- Must be free of chemical use problems for at least two (2) years immediately preceding their hiring and must sign a statement attesting to that fact and freedom from chemical use problems must be maintained during employment.
- Valid driver's license and insurance for travel between sites and other business related destinations.
- Must be able to pass a Background and Drug screening.

Send applications to:

White Earth Tribal Council
Attn: 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*

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