



White Earth Reservation Tribal Council

P.O. Box 448

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: CADC I – Circle Back

Location: White Earth

Pay: \$17.31/hr

Benefits: Full

Open: 05-15-17

Close: 05-19-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible to develop, implement, provide, and monitor client treatment plans for alcohol, drug, or other substances; provide individual and group interventions; direct care services; as well as provide continuing care services. .

- 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.
- Coordinates on-going treatment planning and documents treatment progress of clients to ensure integrated treatment directions.
- Provides primary treatment and continuing care services to improve client's wellbeing.
- 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 required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of principles and methods for training, teaching and clinical supervision.
- Knowledge of chemical dependency, mental health, adolescent development and family relationships.
- Knowledge of tribal and county health and social services programs.
- Knowledge of White Earth Youth Residential Standards of Care and White Earth Substance Abuse Treatment Standards.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operations of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Knowledge of the federal laws including Health Insurance Portability Accountability Act (HIPPA), government regulations, federal privacy act and agency rules.

Qualifications:

- **High School Diploma or GED**
- **Certified as UMICAD I, or a person licensed as an Alcohol and Drug Counselor under licensing standards approved by the Tribal Council or its designee.**
- **CPR Certified or willing to obtain upon hire.**
- **Free of chemical use problems for at least (2) years.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a criminal background check and drug screening.**
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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*