



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

White Earth Reservation Tribal Council Job Announcement

CHAIRMAN

Terrance "Terry" Tibbetts

SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Eugene "Umsy" Tibbetts

Position: Shift Supervisor (2 positions)

Location: Oshki Manidoo Center, Bemidji, MN

Pay: \$19.26/hour

Benefits: Full

Open: 05-08-17

Close: 05-19-17

Status: Full Time

This position is responsible on assigned shift/lodge for the supervision of campus, staff and clients to ensure adequate supervision and leadership, client care and supervision, staff coverage, safety and response personnel including communication with off-duty personnel and community.

- Provides supervision and leadership to assigned shift.
- Provides client care and supervision.
- Ensures open written and verbal communication to ensure consistency.

Knowledge, Skills & Abilities:

- Knowledge of chemical dependency, mental health, adolescent development and family relationships.
- Knowledge of staff supervision, leadership, training, team building, performance improvement planning, scheduling, employee evaluation.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Tribal Council and the Oshki Manidoo Center.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA), government regulations, federal privacy act and agency rules
- Strong skills in crisis recognition, prevention, and intervention.
- Strong organizational skills and ability to manage multiple responsibilities.
- Knowledge of culturally appropriate services.
- Skills in written and verbal communications.
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council.
- Ability to interact therapeutically and positively with troubled youth and families.
- Skills in computer operations and document development.

Qualifications:

- BS/BA in related field AND 1 year supervisory experience OR AA in related field and two (2) year related experience including 1 year supervisory experience OR HS diploma/GED and three (3) years related experience/education INCLUDING 1 year supervisory experience.
- Experience in a residential/chemical dependency treatment setting preferred
- Experience in crisis prevention and intervention preferred
- CPR certified or willing to obtain upon hire.
- Must be free of chemical use problems for at least 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.
- Must pass a Background and Drug Screening.
- Valid driver's license and insurance for travel between sites and other business related destinations.

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*