



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

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## 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: Urban MAT Program Manager**

**Location: Minneapolis**

**Pay: Neg/DOQ**

**Benefits: Full**

**Open: 05-15-17**

**Close: 05-26-17**

**Status: Full Time**

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for successful, quality administration of the Urban MAT program. This includes daily medication assisted treatment services to individuals who are abusing opiates, by ensuring medication assisted treatment, substance abuse, mental health, cultural based healing services are provided; and coordinated by providers within the program. Oversight of staff, time cards, financial, inventory, purchasing and payments.

- Manages multiple providers from various programs who are employed within the MAT Program.
- Manages daily medication assisted treatment program.
- Assesses and screen referrals to the Program to determine immediate needs of clients.
- 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.
- Performs other duties and responsibilities as required or assigned.

#### **Knowledge, Skills and Abilities:**

- Knowledge of agency policies, agency rules, procedures; and ability to work effectively within those mandates.
- Knowledge of Pixis, Omnicell or other medication control systems.
- Knowledge of medical issues, and skilled at managing nursing staff.
- Ability to prepare and maintain all required plans and reports.
- Ability to account for large quantities of medication.
- Knowledge of Tribal laws, Tribal codes, and ability to work within those laws.
- Knowledge of electronic health records and accurate, timely data recording ability.
- Skilled in confidentiality and ability to maintain confidential records relating to clients treatment, including mental health, chemical health, and medical standards.

#### **Qualifications:**

- **Experience working in a supervisory role, management, or coordinating.**
- **Knowledge of Medication Assisted Treatment Programs, policies, procedures, licensing.**
- **Knowledge of Substance Abuse treatment programming, procedures.**
- **Knowledge of safe storage of Schedule 3 substances.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a drug screening at hire and throughout the year.**

#### **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 Check performed.*