



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

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: MAT Assistant Manager

Location: Naytahwaush

Pay: DOQ

Benefits: Full

Open: 09-11-17

Close: 09-22-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible to assist and oversee the overall daily operations of the MAT program including the management of services in accordance with White Earth Tribal policies and procedures and current federal, state and local standards, guidelines, and regulations that govern; as well as direct oversight of (program) personnel.

- Assists Manager to oversee multiple aspects within core programming to ensure program objectives are met and scope of work completed.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Creates and completes reports to comply with required agencies (internal and external).
- Ensures program revenue is maximized in accordance with organizational policies.
- Professionally represents program and organization in an exemplary manner.
- 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 White Earth Human Services.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to work cooperatively within a Behavioral Health Service, White Earth RTC, local, state and Federal meetings, committees and/or boards to make the work of the group successful allocation.
- Ability to remain clam in a highly stressful environment, logically figure out the strength-based solution to problems or crises.
- Skilled in team building for health organizational environment.

Qualifications:

- **Bachelor's Degree in the Human Services (or related) field; or 6 years providing substance use disorder, mental health, or social services; or equivalent combination of education and experience.**
- **Minimum of two years supervisory experience.**
- **Knowledge of Anishinaabe customs and culture preferred.**
- **Has work experience in a Medicated Assisted Treatment Program.**
- **Knowledge of billing from the DAANES.**
- **Has worked with Microix System for billing.**
- **Knowledge in Substance Abuse and Mental Health Field.**
- **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

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.*