



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

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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: Mental Health Case Manager

Location: White Earth

Pay: \$23.30/hr

Benefits: Full

Open: 11-13-17

Close: 11-17-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for providing mental health targeted case management (MH-TCM) services to adult clients with a serious and persistent mental illness and children with a severe emotional disturbance.

- Engage with clients from an empowerment, strength-based perspective and promote client self-determination and develop trusting, respectful relationships with clients.
- Coordinate and advocate for services with other professionals and para-professionals.
- Complete documentation in the program's electronic health record related to authorization from MH-TCM services.
- Complete billing related documentation in the client's electronic health record, ensuring billing documentation is accurate and complete.
- Arrange for transportation of clients to appointments, community agencies, etc., as needed.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of demographics, culture, customs and geography of the White Earth Reservation.
- Knowledge of Mental Health targeted case management services with an understanding of local community resources and how to utilize these resources to meet client needs.
- Knowledge and understanding of the clinical work done in a community mental health program.
- Skilled in identifying and resolving problems independently in a variety of settings with both clients and professionals within the community.
- Ability to establish and maintain positive rapport with a wide variety of clients and professionals.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.

Qualifications:

- **Bachelor's Degree in one of the behavioral sciences or related fields, including but not limited to social work, psychology, or nursing from an accredited college or university or a minimum of 3 years' experience as a case manager associate.**
- **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*