



WHITE EARTH RESERVATION

VICE CHAIR & DISTRICT III Eugene "Umsy" Tibbetts SECRETARY-TREASURER Leonard Alan Roy

DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin

Job Announcement

Position: ADC I, II, or III

Location: Acute Care

Pay: DOQ

Benefits: Full

Open: 04-15-19

Close: 04-19-19

Status: Full-Time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who will be responsible to develop, implement, provide, and monitor client treatment plans for alcohol, drugs, 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 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 direction.
- Provides primary treatment and continuing care services to improve client's wellbeing.
- Provides additional treatment services according to individual needs to ensure holistic, integrated treatment
- Maintains all forms of documentation, record keeping and reports to ensure records to meet provider and third party billing requirements.

Knowledge, Skills & Abilities required:

- Knowledge of and ability to follow and apply the policies and procedures of the Program.
- Knowledge of principles and methods for training, teaching and clinical supervision.
- Knowledge of chemical dependency, mental health, adolescent development and family relationships.
- Skilled in the operation of a personal computer, including related software such as Microsoft office (Word, Excel, PowerPoint, Outlook)
- Knowledge of tribal and county health and social services programs.
- Knowledge of the federal laws including Health Insurance Portability Accountability Act (HIPAA), Government regulations, federal privacy act and agency rules.
- Skills with developing positive rapport with clients, peers, parents, families, and community members.

Qualifications include:

- Certified as UMICAD I, II, OR III, or a person licensed as an Alcohol and Drug Counselor under licensing standards approved by Tribal Council or its designee.
- Documented competence in screening for and working with clients with mental health problems, through education, training, and experience (or within 3 months of hire)
- Prefer experience with Native American communities/peoples.
- CPR certified or willing to obtain upon hire.
- Must be over the age of 18, responsible, mature, healthy adult who is able to carry out the license holder's duties.
- Must be Free of chemical use problems for at least two (2) years immediately preceding their hiring and must sign a statement attesting to the fact and freedom from chemical use problems must be maintained during employment.
- 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.

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
