



# WHITE EARTH RESERVATION

**CHAIR** Terrence "Terry" Tibbetts **Secretary-TREASURER** Leonard Alan Roy  
**DISTRICT I** Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

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## White Earth Reservation Business Committee Job Announcement

**Position:** Urban Addiction Counselor I, II, III or LADC

**Location:** Urban Duluth

**Pay:** 19.26, 20.95, 26.23 DOQ.

**Benefits:** Full

**Open:** 02-18-19

**Close:** 02-22-19

**Status:** Full-Time

The White Earth Reservation Business Committee 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:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Substance Abuse Program and the White Earth Reservation Tribal Council.
- 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 Addiction Counselor I, II, III or LADC, 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).
- Rule 25 Assessor Certified or ability to obtain within (30) days of hire
- Must be Free of chemical use problems for at least two (2) years preceding hire and must sign a statement attesting to that 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.
- Prefer experience with Native American communities/people

### Send applications to:

White Earth Reservation Business Committee  
Attn: Human Resources  
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 Checks performed