



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: CTAS Case Manager
Location: Rice Lake
Pay: DOQ

Benefits: Full

Open: 04-15-19
Close: 04-19-19
Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for coordination of services, substance abuse treatment planning including intake, orientation, referrals, ongoing monitoring, reporting to internal and external partners for diversion program that addresses substance abuse issues leading to corrections.

- Assists with project budget in accordance to established policies and procedures for overall care coordination.
- Assists with work associated with Intake and Orientation of clients.
- Coordinates treatment planning.
- Provide Support to Internal and External program care team members.
- 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 Reservation Business Committee.
- Knowledge of and ability to follow licensing standards of Substance Abuse outpatient services, and Care Coordination activities.
- Knowledge of federal laws including HIPAA, government regulations, federal privacy act, Code of Ethics, and agency rules.
- Ability to communicate effectively to referral sources such as District Courts and prosecutors.
- Ability to prepare and maintain all required service plans.

Qualifications:

- **Must be at least 18 years of age and have two years of freedom from substance abuse problems.**
- **Must have at least one year of work experience in direct service to individuals with substance use problems or one year of work experience in the management of administration of direct service to individuals with substance use problems.**
- **Must have a baccalaureate degree in social work, psychology, criminal justice, human services, or similar field.**
- **Rule 25 Assessment certified preferred, or ability to obtain certification within 30 days of hire.**
- **Certified or licensed as a UMICAD I, II, or III or LADC preferred, or ability to obtain licensure within 90 days of hire.**
- **Four (4) years working in a tribal community preferred.**
- **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.**
- **Must be free of chemical use problems for at least two (2) years immediately preceding hiring and must sign a statement attesting to the fact and freedom from chemical use problems must be maintained during employment.**

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*
