



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 Intake Specialist

Location: Mahnomen

Pay: \$17.31/hr

Benefits: Full

Open: 02-12-18

Close: 02-23-18

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for coordinating the effective delivery of services to community members seeking mental health services through White Earth Mental Health. Will ensure collaboration with internal and community resources.

- Provide intake, screening, and emergency services to new clients.
- Implement WERTC holistic program services.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of mental health, substance use disorders, and family relationships.
- Knowledge of the demographics, culture, customs, and geography of the White Earth reservation and Native American people.
- Knowledge of tribal behavioral health, health and human services programs.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA), government regulations, federal privacy act and agency rules.
- Skilled in the ability to interact with internal and external Tribal entities with tact and diplomacy.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.
- Ability to keep thorough documentation to support reimbursement for services delivered.
- Ability to build rapport and working relationships with cultural and ceremonial providers.

Qualifications:

- **AA in behavioral sciences or 2 years experience working in a health, education, residential treatment, behavioral health, or human services site.**
- **Experience with substance abuse treatment preferred.**
- **Experience with cultural activities preferred.**
- **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.