



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

White Earth Reservation Business Committee Job Announcement

Position: Urban Behavioral Health Program Manager

Location: Duluth

Pay: \$32.52 hr. 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 applicant who will be responsible to ensure daily operations of the substance abuse program is meeting licensing standards, providing timely services, quality treatment programming; in addition to meeting statutory credentialing standards; in addition to maximizing revenue earned and staff productivity, managing finances for optimal performance.

Position Outcomes:

- Supervises assigned staff to ensure internal policies and procedures are followed.
- Completes reports to Manager and Ensures Documentation is complete.
- Supervises the behavioral health site to ensure a healing and holistic environment.
- Supervises Intake, Rule 25 Assessments, Care Coordination, Peer Support, Case Management Programs.
- Represents Program in a Professional manner.
- Responsible for Program Finances.
- Responsible for cultural Infusion in the Behavioral Health Program.

Knowledge, Skills and Abilities:

- Ability to foster a cooperative work environment.
- Knowledge of the demographics, culture, Customs and lifestyles of the White Earth Reservation.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee, UWESA, and Behavioral Health.
- Ability to deal with unpleasant, angry or discourteous staff or clients.
- Ability to understand and support the Manager in continues quality improvement.
- Knowledge of substance abuse programs and treatment.
- Skilled in Management.
- Skilled in being a team player.
- Skilled in program improvement.

Qualifications:

- **Master's degree in Psychology, Clinical Counseling, Social Work, Marriage & Family Therapy, Substance Abuse and Clinical Counseling, Health Care Administration or related field.**
- **At least three years of licensed or certified professional experience in a multidisciplinary mental health and/or substance abuse program, which includes experience in administrative management and/or clinical supervision that demonstrates possession of the knowledge and abilities.**
- **Must have a current professional license that qualifies as a Mental Health Professional and/or Licensed Addiction Counselor.**
- **Must be free from substance abuse problems for at least (2) years and able to provide letters of recommendation from three (3) non-related individuals attesting to this submitted with application.**
- **Knowledge of Anishinaabe customs and culture preferred.**
- **Valid driver's license and ability to travel between sites.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
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 Check performed.*