



# 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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## Job Announcement

**Position:** White Earth Family Treatment Center Manager

**Location:** White Earth, MN

**Pay:** \$32.52

**Benefits:** Full

**Open:** 11-26-18

**Close:** 12-07-18

**Status:** Full time

This position is responsible to assist to oversee daily operations of the White Earth Family Treatment Center Program and manage services in accordance with White Earth Tribal policies and procedures and current federal, state and local standards, guidelines, and regulations that govern; as well as direct oversight of program personnel.

### Position outcomes:

- Administers aspects within the program to ensure program objectives are met and scope of work completed.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Contributes to short and long-range goals and recommendations affecting assigned departments or programs to conform with organizational objectives.
- Creates and completes timely reports to comply with required agencies (internal and external).
- Ensures Program funds are spent in accordance with organizational policies.
- Ensures Program Revenue is maximized in accordance with organizational policies.
- Professionally represents program and organization in an exemplary manner.
- Ensures the Organization is operating in a culturally specific manner.

### Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee and the White Earth Behavioral Health.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Must be in good standing in the Indian community, including personal and professional conduct.
- Ability to work cooperatively within a Behavioral Health Service, White Earth RBC, local, State and Federal meetings, committees and/or boards to make the work of the group successful and effective.
- Knowledge of Federal laws, State laws, and Tribal codes related to SUD, MAT, SUD, M.A., CCDTF, various Treatment models.
- Knowledge of economic and accounting principles and practices.
- Knowledge of DAANES reporting.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to supervise multiple people, personalities, and programs.

### Qualifications:

- Bachelor Degree in Human Service (or related field) field preferred; or 10 years providing substance use disorder, mental health, or social services.
- Minimum of two years of supervisory experience preferred.
- Knowledge of Anishinaabe customs and culture.
- Driver's License and insurance to drive between sites.
- Ability to pass a criminal background check.
- Must be free from chemical use problems for at least 5 years.
- Certified or ability to obtain Umicad level I within one (1) year of hire.

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](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.*