



# WHITE EARTH RESERVATION

**CHAIR** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

**Position: Mental Health Intake Case Manager**

**Location: White Earth, MN**

**Pay: \$22.51/hr.**

**Benefits: Full**

**Open: 12/23/2024**

**Close: Until Filled**

**Status: Full Time**

## **Position Summary:**

This position coordinates the effective delivery of services to individuals referred for behavioral health services to ensure collaboration with local providers and community resources. This position will be responsible for completing intake and assessment forms and distributing the completed forms to the appropriate programs, monitoring completion, aftercare, and ensuring referrals that are recommended by providers for families/individuals are followed.

## **Position Outcomes:**

- Coordinate transitional service plans for individuals being discharged from residential and/or inpatient programming.
- Coordinates and conducts intake and assessments process to ensure timely response to referrals, regulatory compliance, and a warm welcome to clients, referring agents, and family members.
- Documents referrals and gathers referral information from referring agents.
- Assists, develops, manages, collaborates, and communicates about mental health referrals.
- Develops, updates, maintains and educates about the referral and assignments process, a written process of the intake and referral process.

## **Knowledge, Skills and Abilities:**

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Reservation Tribal Council and the Mental Health Program.
- Knowledge of mental health, substance use disorders, child and adolescent development and family relationships.
- Skilled in problem-solving in sometimes stressful circumstances.
- Skilled in managing time effectively.
- Skilled in assessing the needs of the individual and community and seeking ways to address these needs.
- Ability to keep thorough case documentation to support reimbursement for services delivered

## **Qualifications:**

- **AA in Behavioral Sciences or Human Services or five (5) years equivalent relevant experience.**
- **Must have experience working with federal and state programs (example: medical assistance.)**
- **Experience in culturally appropriate service delivery.**
- **Must have a working knowledge of client confidentiality and compliance with federal, state, and tribe confidentiality standards.**
- **Must be over the age of 18, responsible, mature, healthy adult who is able to carry out the license holder's duties.**
- **Must pass criminal background check/applicant background study.**
- **Must be free of chemical use problems for at least the two years immediately preceding hiring and must sign and statement attesting to that fact and freedom from chemical use problems must be maintained during employment.**
- **Must pass drug screen at hire and throughout employment according to the White Earth HR policy.**
- **Must have a valid MN driver's license and insurance for travel between sites and other business-related destinations.**

Mail Applications to: White Earth Tribal Council  
Attention: Personnel  
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*