UPPER SIOUX COMMUNITY
PEZIHUTAZIZI OYATE

NOW HIRING

Position Title: Chemical Health Case Manager

Department	Social Services
Employment Type	Full-time
Reports To	Social Services Director
Work Schedule	Monday-Friday, 8am-4pm
Salary / Pay Range	Negotiable, based on qualifications and experience
Application Deadline	Open Until Filled

Position Summary

The Upper Sioux Community is seeking a qualified and motivated Chemical Health Manager to oversee and coordinate the Community's Chemical Health Program. This position is responsible for managing program operations and coordinating prevention, education, intervention, referral, and recovery-support services related to substance use and chemical dependency.

The Chemical Health Manager works with individuals, families, Community departments, treatment providers, and outside agencies to improve access to services and promote health, wellness, and recovery. Responsibilities include program administration, community outreach, staff supervision as assigned, budget and grant management, reporting, and ensuring services are delivered in a professional, confidential, and culturally responsive manner.

Essential Duties and Responsibilities

- Manage and oversee the daily operations of the Chemical Health Program.
- Develop, coordinate, and evaluate chemical health prevention, education, intervention, and recovery-support activities.
- Assist individuals and families with identifying services, resources, and appropriate treatment referrals.
- Coordinate with treatment providers, healthcare organizations, tribal programs, and community service agencies.
- Plan and coordinate community outreach, prevention education, workshops, and awareness activities.
- Supervise and support assigned program staff.
- Develop and monitor program budgets, grant funding, expenditures, and required reports.

- Maintain accurate program records and ensure compliance with applicable policies, regulations, and confidentiality requirements.
- Identify community needs and recommend improvements to chemical health services.
- Establish and maintain professional relationships with tribal, county, state, and federal agencies and service providers.
- Perform other related duties as assigned.

Minimum Qualifications

- An equivalent combination of relevant education, training, and work experience may be considered in lieu of a degree.
- Knowledge of substance use prevention, treatment, recovery resources, and community-based services.
- Strong organizational, communication, interpersonal, and program-management skills.
- Ability to maintain confidentiality and work effectively with individuals and families.

Preferred Qualifications

- A bachelor's degree in social work, Chemical Dependency Counseling, Psychology, Education, Human Services, or a closely related field
- A minimum of three (3) years of relevant education and/or professional work experience in chemical health, substance use services, behavioral health, social services, human services, or a closely related field
- Experience with program administration, grant management, budgeting, or staff supervision
- Experience working with Native American communities and knowledge of Native culture, traditions, and customs

Additional Requirements

- Possess a valid Minnesota driver's license and current automobile insurance or be insurable.
- Must maintain confidentiality and comply with all applicable Community policies and procedures.

UPPER SIOUX COMMUNITY EMPLOYMENT REQUIREMENTS

All applicants must be able to successfully pass a pre-employment background check and drug screening and participate in random drug testing as required by Upper Sioux Community policy.

How to Apply

Interested applicants may review the complete job description and application requirements and download the Upper Sioux Community Employment Application by visiting the official Upper Sioux Community Opportunities webpage:

Upper Sioux Community Employment Opportunities

https://www.uppersiouxcommunity-nsn.gov/employment

Application Requirements

Applicants must submit the following:

- Completed Upper Sioux Community Employment Application.
- Additional materials, such as a resume, cover letter, certifications, or licenses, may be required depending on the position.

Applications must be submitted by the stated deadline using one of the submission methods outlined below.

Application Submission

Applications may be submitted in person, by mail, or by email to:

Upper Sioux Community

Attn: Administrative Office Manager

P.O. Box 147

5722 Travers Lane
Granite Falls, MN 56241

Email: andrewk@uppersiouxcommunity-nsn.gov

Questions

For questions regarding the position or application process, please contact Andrew Korstad/Administrative Office Manager at (320) 564-2360 or andrewk@uppersiouxcommunity-nsn.gov

Native American Preference

Native American preference applies. Preference may be given to qualified Native American applicants in accordance with applicable Upper Sioux Community employment policies and procedures.

APPLICATION DEADLINE: OPEN UNTIL FILLED
