Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

SUBSTANCE USE DISORDER PROGRAM SUPERVISOR

Position Description

Opens: November 20, 2026 Closes: December 4, 2026			
Department:	Health & Human Services	**Reports to (title):**	Health and Human Services Director
Job Code:	E-15	**Job Location:**	Bois Forte Human Services- Nett Lake, Vermilion and Virginia, MN
Pay Range:	Min: $64,417.60 ($30.97) Mid: $80,516.80 ($38.71) Max: $96,636.80 ($46.46)	**Supervises:**	SUD Care Coordinator, SUD Counselor, SUD Prevention Specialist, SUD Rehabilitation Worker, SUD Health Specialist, SUD Services Coordinator
Hours/week:	40	**Classification:**	Exempt
Type of Position:	Full-Time	**Effective Date:**	08/28/2026
Indian Child Protection Background:	Yes	**Revised Date:**	08/28/2026
Telecommute:	No		

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Substance Use Disorder Supervisor will support and supervise staff of the Substance Use Disorder Program. Will develop and implement programs based on client needs. Be familiar with the fields' concepts, practices, and procedures. Follow federal, state and local regulations and various community programs to coordinate essential program functions. The Substance Use Disorder Supervisor will also be responsible for maintaining a supportive, therapeutic environment within the client group setting, providing individual and/or group sessions as needed, monitoring the client’s progress, crisis intervention, direct services, follow-up and supporting the treatment program and plan in the recovery of substance use disorders.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide supervision and oversight, approves leave, establishes schedules, reassignments, status changes, performance evaluations, coaching, disciplining, onboarding, and training staff.
2. Ensure all grants, contractual agreements, certifications and reporting requirements/paperwork, and renewals are properly maintained, including budget management/advisement, in compliance with appropriate regulations and grant requirements.

3. Responsible for public relations of all substance use disorder programs.
4. Serve as liaison for state, federal and private agencies.
5. Oversee the funding reports to ensure programs expend funds as defined in grants.
6. Maintain regular communication with community partners and funders.
7. Provide individual support and assistance to staff. This includes but is not limited to helping solve problems, answering questions, offering suggestions or solutions to problems, and assisting in difficult situations.
8. Maintain required reports and statistics; prepare reports on a monthly and annual basis as required.
9. Oversee day to day operations of the substance use disorder programs.
10. Provide crisis intervention as needed.
11. Work with Health & Human Services staff to ensure appropriate service coordination for SUD clients.
12. Ensure that all documentation is timely and accurate.
13. Encourage supportive activities that help clients develop the abilities needed to utilize the resources of the local community as well as the larger community, including family, friends, job, and school.
14. Provide Substance Use treatment plans, treatment reviews of clients, and substituting for other Substance Use Counselors as needed.
15. Perform Comprehensive Assessments and intake documentation as needed.
16. Provide individual and group counseling to substance use clients and coordinates services with the Substance Use team for co-occurring disorder clients.
17. Facilitate changes in clients in an Outpatient setting with regards to their substance use disorder by providing individual counseling sessions, family counseling, and family/community therapeutic activities.
18. Implement and coordinate substance use treatment and counseling programs to meet identified needs for specific patient populations, including primary and secondary needs.
19. Participate in weekly clinical and individual supervision meetings with Supervisor and other Substance Use Counselor(s), completing weekly case reviews with the team; takes part in training and completes monthly reports.
20. Keep abreast of current developments in the field of substance use treatment and share that knowledge with the treatment team.
21. Maintain client records, clinical documentation, and Medicaid standards, submit client billing information in a timely manner, and maintain a comprehensive review of client treatment process.
22. Maintain the accuracy of program specific databases, EPIC, Medicaid Management Information System (MMIS) Drug and Alcohol Abuse Normative Evaluation System (DAANES), and MN-ITS.
23. Provide outpatient substance use services and develop individualized aftercare plans for clients completing treatment, including meetings, group settings and aftercare counseling sessions.
24. Facilitate groups, individual, and aides' clients in building their own support networks.
25. Network with community service providers and coordinates services for clients.
26. Abide by Federal Laws and the Bois Forte Substance Use Program's policies regarding confidentiality.
27. Actively seek strategies to fund and expand programs.
28. Perform other duties as deemed necessary to comply with grant goals and objectives.
29. Administer contracts to ensure compliance.
30. Schedule flexibility is an essential function of this position. Hours may be adjusted, with appropriate notice, when possible, to align staffing resources with patient care needs, service demands, and organizational priorities.
31. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
32. Other job-related duties as assigned by supervisor.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• Five (5) years in Chemical Dependency counseling. • Five (5) years supervisory experience in Chemical Dependency.
Education:	• Bachelor's Degree in Social Work, Psychology, Sociology, Human Services, Chemical Dependency, Business, or related field, not experience required. • Certified at level III through Upper Midwest Indian Council on Addictive Disorders (UMICAD)

License/Certification:

- A valid Minnesota driver's license, reliable transportation, and valid insurance.
- Must currently be licensed by the State of Minnesota, Board of Behavioral Health & Therapy (BBHT), as an Alcohol & Drug Counselor and/or Upper Midwest Indian Council on Addictive Disorder (UMICAD), as a Certified Alcohol & Drug Counselor, Level III.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- If Chemically Dependent, must be able to document three (3) years of continuous sobriety.
- Must be familiar with the Drug and Alcohol Abuse Normative Evaluation System (DAANES).
- Must be familiar with Minnesota Chippewa Tribe Chemical Dependency Treatment Licensing Ordinance (Ordinance #19).
- Must be familiar with Client Placement Assessment (CPA's) forms.
- Knowledge of techniques of interviewing and information collection practices, methods of obtaining information regarding financial backgrounds and program eligibility.
- Professional knowledge of current medical, non-medical and non-traditional treatment modalities, aftercare and counseling techniques as applied to health problems of acute substance use disorders.
- Knowledge and skills of individual therapy and family therapy techniques; and of normal human psychological and physical development.
- Professional knowledge of current medical, non-medical and non-traditional treatment modalities, aftercare and counseling techniques as applied to health problems of acute substance use disorders.
- Provide Crisis intervention as needed and when requested.
- Ability to communicate well with people of all age groups and skills in acting as a liaison between individuals and treatment centers.
- Knowledge of Alcoholics Anonymous' twelve-step recovery plan.
- Knowledge of the Red Road to Wellbriety.
- Must be familiar with the National Government Performance and Results Act (GPRA).
- Ability to comprehend statues, court decisions, departmental regulations, and programs available to qualified applicants.
- Must be familiar with contracts, grants, and regulations as they relate to programs.
- Implement policy and programmatic changes as needed.
- Must be familiar with the Homeless Management Information System (HMIS).
- Must be familiar with the Mental Health Information System (MHIS)
- Must be familiar with a broad base of community resources.
- Strong communication skills, both verbal and written; ability to write and speak clearly, concisely and accurately.
- Ability to understand and interpret complex Federal, State and Tribal laws and rules, case law and regulations, court and administrative procedures.
- Ability to make referrals.
- Ability to multi-task and have strong organizational and crisis solving skills.
- Ability to work with minimal supervision.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available training and help desk.
- Ability to have a flexible schedule.
- Ability to have independent judgement regarding priority of work and interventions in emergency situations.
- Knowledge of Data Privacy Act, HIPAA, and Child Protection Services confidentiality requirements.

- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Five (5) years grant writing and/or grant writing experience.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S.

Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.