



Bois Forte Band of Chippewa

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

Adult Rehabilitative Mental Health Services (ARMHS) Worker

Position Description

Opens: July 21, 2026 Closes: July 27, 2026			
Department:	Health & Human Services	Reports to (title):	Clinic Administrator
Job Code:	N-12	Job Location:	Bois Forte Health Services- Nett Lake, Vermilion, and Virginia, MN
Pay Range:	Min: \$20.26 Mid: \$25.33 Max: \$30.39	Supervises:	None
Hours/week:	40	Classification:	Non-Exempt
Type of Position:	Full-Time	Effective Date:	07/15/2026
Indian Child Protection Background:	Yes	Revised Date:	07/15/2026
Telework:	After 90 days opportunities may be available		

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

Responsible for providing rehabilitative mental health services to adults living with serious and persistent mental illness. Services focus on helping individuals develop and strengthen mental stability, social competencies, personal and emotional adjustment, independent living skills, community integration, and relapse prevention strategies. Make meaningful impact by empowering individuals to achieve recovery goals and improve their quality of life while working within a supportive and collaborative team environment.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide Adult Rehabilitative Mental Health Services (ARMHS) in accordance with Minnesota DHS requirements.
2. Assist clients in developing skills necessary to manage symptoms of mental illness and improve daily functioning.
3. Teach and reinforce skills related to:
 - Mental Stability
 - Medication education and self-management
 - Independent living and self-care
 - Social and interpersonal relationships
 - Community integration
 - Employment and educational success
 - Budgeting and financial management

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- Health and wellness
- 4. Participate in completing Functional Assessments and Individual Treatment Plans under the direction of a Mental Health Professional.
- 5. Monitor client progress and document services provided in accordance with agency, state, and federal regulations.
- 6. Coordinate care and collaborate with healthcare providers, case managers, family members, and community resources.
- 7. Provide Services in community, home, office, and telehealth settings as appropriate.
- 8. Participate in supervision, staff meetings, and ongoing training activities.
- 9. Maintain compliance with all state and federal regulations.
- 10. Abide by the rules of confidentiality, Data Privacy Act, Mandatory reporting laws, HIPAA compliance, and RTC policies and procedures.
- 11. 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.
- 12. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">● Minimum of one (1) year of experience providing direct mental health services to adults with serious and persistent mental illness (SPMI) or adults with mental health diagnoses.● Experience providing community-based mental health rehabilitation services preferred.● Experience with person-centered planning, recovery-oriented services, strength-based interventions, and independent living skills development.● Experience completing clinical documentation in compliance with Minnesota DHS standards, including functional assessments, progress notes, treatment plans, and service documentation.● Experience working with culturally diverse populations and individuals with co-occurring mental health and substance use disorders preferred. |
| Education: | <ul style="list-style-type: none">● Must meet Minnesota DHS qualifications for an ARMHS Worker, including one of the following:<ul style="list-style-type: none">○ Bachelor's degree in one of the behavioral sciences or related fields (including but not limited to psychology, social work, sociology, counseling, human services, marriage and family therapy, psychiatric rehabilitation, criminal justice, or nursing) and meet DHS experience requirementsor○ Qualified as an ARMHS Worker under Minnesota DHS standards through an approved combination of education, experience, licensure, or certification. |
| License/Certification: | <ul style="list-style-type: none">● Valid Minnesota driver's license, proof of insurance, reliable transportation, and ability to travel within the assigned service area. |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">● Knowledge of Minnesota DHS ARMHS standards, policies, and documentation requirements.● Knowledge of serious and persistent mental illness, psychiatric symptoms, trauma, co-occurring disorders, and the impact of mental illness on daily functioning.● Knowledge of community resources and ability to coordinate care with medical providers, county agencies, housing supports, vocational services, and other community partners.● Understanding of recovery-oriented, trauma-informed, culturally responsive, and person-centered service delivery.● Ability to complete functional assessments and develop individualized treatment plans that are measurable and goal oriented.● Ability to teach and reinforce independent living skills including:<ul style="list-style-type: none">○ Medication education and support○ Symptom monitoring and management○ Coping skills○ Communication skills○ Social and interpersonal skills |

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- Community integration
- Budgeting and financial management
- Household management
- Transportation skills
- Employment and educational support
- Health and wellness management
- Ability to establish professional therapeutic relationships while maintaining healthy boundaries.
- Ability to maintain accurate, timely, and compliant electronic health record documentation.
- Ability to work collaboratively as part of a multidisciplinary treatment team.
- Strong crisis intervention, de-escalation, and problem-solving skills.
- Strong organizational and time-management skills with the ability to manage an independent community-based schedule.
- Excellent verbal, written, and interpersonal communication skills.
- Proficiency using electronic health records, Microsoft Office, and other technology platforms.
- Commitment to maintaining client confidentiality and complying with HIPAA, Minnesota DHS regulations, and agency policies.
- Current CPR/First Aid certification (or ability to obtain upon hire).

PREFERRED QUALIFICATIONS

- Bachelor's or Master's degree in Social Work, Psychology, Counseling, Marriage and Family Therapy, Human Services, or a closely related behavioral science field.
- Current mental health-related licensure or working toward licensure is preferred but not required.

WORK ENVIRONMENT

Work environment:	Office conditions: the work environment characteristics described here are representative of 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 50 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

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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.