



Bois Forte Band of Chippewa

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

BEHAVIORAL HEALTH OUTPATIENT THERAPIST CLINICAL TRAINEE

Position Description

Opens: October 30, 2026 Closes: November 13, 2026			
Department:	Health & Human Services	Reports to (title):	Clinic Administrator
Job Code:	E-15	Job Location:	Bois Forte Human Services-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:	None
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

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 outpatient mental health therapy services within the Behavioral Health unit, to support status as a National Health Service Corp (NHSC) approved site. Perform diagnostic assessments, develop treatment plans, and conduct psychotherapy for children, adolescents and adults in a manner that is both culturally sensitive and appropriate utilizing the proper psychotherapeutic techniques.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Promote the delivery of mental health services based on clinical needs, and in a culturally sensitive and culturally appropriate manner.
2. Provide diagnostic assessments for children, adolescents, and adults as needed and in compliance with all DHS standards.
3. Provide culturally sensitive and appropriate psychotherapy to individuals, families, and groups.
4. Develop individual therapeutic treatment plans based on clients’ needs, interests, and abilities, in collaboration with clients, and if appropriate, their family members and other service providers.
5. Administer and interpret psychological evaluations for clients, staff, and others as needed or requested.
6. Maintain accurate and timely records in the electronic health record system, including diagnostic assessments and updates, treatment plans and treatment plan updates, weekly case notes, consultation, monthly progress reports, file

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reviews in health records (paper or electronic) with the appropriate degree of detail to meet insurance, legal, and clinical standards.

7. Oversee and develop programming for Children's Therapeutic Support Services (CTSS), to expand the scope of operation for children's mental health services.
8. Ensure that all billing encounters, progress/encounter notes are entered and turned in a timely fashion.
9. Provide medically necessary mental health treatment to children, adolescents and adults and their family, as directed by MN Professional Board Standards and Ethics.
10. Abide by the rules of confidentiality, Data Privacy Act, Mandatory reporting laws, HIPAA compliance, and RTC policies and procedures.
11. Actively working towards licensure requirements and attending training and conferences to update skills and knowledge in proper therapeutic techniques, treatments, and CEU's.
12. Provide consultation services to area agencies when requested and develops and maintains positive working relationships with collaborating agencies and programs within the organization, and externally.
13. Provide referrals to clients for available resources and services within the Reservation and surrounding communities.
14. Proactively supports additional skill development and expansion of the scope of services provided within the Behavioral Health Department.
15. Actively participates in Department staff meetings and is a valued team player in meeting the behavioral health needs of the community.
16. 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.
17. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	<ul style="list-style-type: none"> In good standing with graduate program and/or ready to complete post-degree/pre-licensure hours.
Education:	<ul style="list-style-type: none"> Master's Degree in Psychology, Marriage and Family Therapy, Counseling, or Social Work from an accredited college or university or obtain within 1 year.
License/Certification:	<ul style="list-style-type: none"> Working towards Licensed Psychologist (LP), and Licensed Marriage and Family Therapist (LMFT). or Working towards Independent Clinical Social Worker (LCSW), or a Licensed Professional Clinical Counselor (LPCC). A valid Minnesota driver's license, reliable transportation, and valid insurance.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none"> Ability to use critical thinking skills, function independently and make complex decisions based on standards of care, policies and procedures, critical pathways. Ability to prepare assessments, treatment plans, and a variety of reports. Ability to handle stress and unstable client behavior. Ability to be flexible, organize and prioritize time and case load effectively. Knowledge of regulatory documentation requirements and ability to accurately and completely document clinical data. Knowledge of principles, techniques, and trends in counseling, psychotherapy, substance abuse and various treatment modalities. Knowledge of biological, behavioral, and environmental aspects of emotional disturbances, mental health disability, and substance abuse. Knowledge and scope of activities of tribal, public, and private health and child welfare agencies and other available community, tribal, county and state resources. Knowledge of federal laws including Health Insurance Portability Accountability (HIPAA), government regulations, federal privacy act and agency rules and maintain the confidentiality of interactions with clients, staff, and others. Provide good customer service and focuses client care in a Holistic, Client- Centered approach.

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- Knowledge of pharmacology of various medications (both legal and illegal substances), their therapeutic effects, side effects and adverse reactions.
- Compose and record professional quality data, evaluations, assessments, and progress notes in a timely fashion.
- Excellent interpersonal skills in handling interactions with staff, other agencies, groups, and patients and families and working with a diverse multi-disciplinary team.
- Intermediate knowledge of biopsychosocial (BPS) aspects of mental, developmental, physical disabilities etc., in order to formulate diagnoses, participates in treatment process and delivery.
- Intermediate knowledge of mental health education in order to relay/clarify findings, when clinically indicated, to relatives, community agencies, and interested persons.
- Basic knowledge of community organizations to initiate/coordinate aftercare and treatment delivery within the community.
- Skilled in handling sensitive situations in a calm, professional manner.
- Strong observation, assessment, and crisis management skills.
- Communicate effectively (written and spoken) with co-workers, clients, and outside parties.
- Intermediate knowledge of recognized treatment interventions such as risk assessment, cognitive behavioral therapy (CBT), sex offender treatment, behavior modification, family, group, and individual psychotherapies, psychosocial education, substance abuse interventions, crisis interventions in order to address identified treatment needs.
- Experience with computerized management information systems
- 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.
- 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

- None.

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.

*Position Description***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.