Bois Forte Band of Chippewa

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

MENTAL HEALTH PRACTITIONER

Position Description

Opens: August 12, 2026 Closes: August 18, 2026			
Department:	Health & Human Services	**Reports to (title):**	Clinical Administrator
Job Code:	E-16	**Job Location:**	Bois Forte Health Services- Nett Lake, Vermilion, & Virginia, MN
Pay Range:	Min: $69,576.00 ($33.45) Mid: $86,964.80 ($41.81) Max: $104,353.60 ($50.17)	**Supervises:**	None
Hours/week:	40	**Classification:**	Exempt
Type of Position:	Full-Time	**Effective Date:**	06/16/2026
Indian Child Protection Background:	Yes	**Revised Date:**	06/16/2026

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

The Mental Health Practitioner is responsible for providing rehabilitative mental health services to adult, adolescent, or children experiencing mental illness, emotional disturbances, and co-occurring disorders. This position collaborates with clients, families, healthcare providers, and community resources to support recovery, stability, and improved quality of life.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide skills training, mental health support, and rehabilitative services in accordance with individualized treatment plans.
2. Assist clients in developing coping skills, emotional regulation strategies, and independent living skills.
3. Support clients in accessing community resources, healthcare services, education, social support.
4. Conduct client assessments and participate in treatment planning and progress reviews.
5. Maintain timely, accurate, and compliant clinical documentation.
6. Collaborate with multidisciplinary team members, including therapists, case managers, psychiatrists, and healthcare providers.
7. Participate in crisis intervention and de-escalation when necessary.
8. Monitor client progress and communicate changes in functioning or risk factors to the treatment team.
9. Provide services in school, in office, community, home-based, or telehealth settings as assigned.
10. Maintain compliance with all state and federal regulations.

11. Abide by the rules of confidentiality, Data Privacy Act, Mandatory reporting laws, HIPAA compliance, and RTC policies and procedures.
12. Actively participates in Department staff meetings and is a valued team player in meeting the behavioral health needs of the community.
13. 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.
14. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

Experience:	• One to two (1-2) year's professional clinical experience.
Education:	• Must qualify as a Mental Health Practitioner under Minnesota Department of Human Services (DHS) requirements. Applicants must meet **one** of the following: o Hold a bachelor's degree in psychology, social work, counseling, sociology, or another behavioral health or human services field **and** have at least 2,000 hours of supervised experience providing mental health services to children or adults. o Be a graduate student in a mental health professional program who has completed required clinical training and is qualified under DHS standards. o Meet another pathway for Mental Health Practitioner qualification as defined by Minnesota DHS.
License/Certification:	• Valid Minnesota driver's license and proof of auto insurance. • Current CPR/First Aid certification (or willingness to obtain).
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	• Knowledge of children's mental health, child development, trauma-informed care, family systems, and evidence-based interventions. • Knowledge of trauma-informed care, recovery-oriented practices, and person-centered planning. • Knowledge of professional ethics, client confidentiality (HIPAA), mandated reporting requirements, and applicable Minnesota DHS regulations. • Ability to provide rehabilitative mental health services in home, school, clinic, and community settings. • Ability to effectively manage a caseload and prioritize competing demands. • Ability to establish and maintain therapeutic relationships with children, adolescents, and families from diverse cultural and socioeconomic backgrounds. • Ability to work collaboratively with multidisciplinary teams, schools, counties, medical providers, and community partners. • Proficiency with Microsoft Office applications, electronic health records (EHR), internet applications, and general computer systems. • Ability to learn and utilize agency software, maintain electronic documentation, and troubleshoot basic computer issues. • Ability to successfully pass required background studies and maintain compliance with agency policies and DHS requirements. • Ability to work flexible hours, including occasional evenings, as needed to meet client needs. • Ability to perform other duties as assigned. • Strong organizational, documentation, and time management skills. • Strong verbal and written communication skills. • Excellent interpersonal and relationship-building skills. • Must maintain satisfactory performance and professionalism as demonstrated through employment references. • Must successfully complete all required agency orientation and ongoing training.

- Reliable transportation, and an acceptable driving record if providing community-based services.

PREFERRED QUALIFICATIONS

- Experience providing adult, adolescent, or children's mental health services.

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

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.