



Bois Forte Band of Chippewa

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

LICENSED MENTAL HEALTH PROFESSIONAL

Position Description

Opens: September 22, 2026 Closes: October 5, 2026			
Department:	Health & Human Services	Reports to (title):	Clinic Administrator
Job Code:	E-16	Job Location:	Bois Forte Human Services-Nett Lake, 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:	8-32	Classification:	Exempt
Type of Position:	Part-Time	Effective Date:	06/16/2026
Indian Child Protection Background:	Yes	Revised Date:	06/16/2026
Telecommute:	Yes, or telehealth 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.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

Responsible for providing diagnostic assessments, treatment planning, psychotherapy, crisis intervention, and consultation services to individuals experiencing mental health concerns. The ideal candidate is committed to providing culturally responsive, trauma-informed care and collaborating within an integrated healthcare environment.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Conduct comprehensive diagnostic assessments and establish mental health diagnoses.
2. Develop individualized treatment plans in collaboration with clients and interdisciplinary team members.
3. Provide individual, family, and group psychotherapy services.
4. Deliver evidence-based intervention to address mental health, emotional, behavioral, and co-occurring substance use concerns.
5. Complete clinical documentation, treatment plans, progress notes, and discharge summaries in a timely and compliant manner.
6. Provide crisis assessment, intervention and safety planning as needed.
7. Collaborate with primary care providers, psychiatric providers, case managers, community agencies, and other healthcare professionals.
8. Participate in treatment team meetings, case consultations, and quality improvement initiatives.
9. Maintain professional licensure and comply with all ethical, legal, and regulatory requirements.

Position Description

10. Participate in clinical supervision, peer consultation, and ongoing professional development activities.
11. Provide services in school, in office, community, home-based, or telehealth settings as assigned.
12. Maintain compliance with all state and federal regulations.
13. Abides by the rules of confidentiality, Data Privacy Act, Mandatory reporting laws, HIPAA compliance, and RTC policies and procedures.
14. Actively participates in Department staff meetings and is a valued team player in meeting the behavioral health needs of the community.
15. 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.
16. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none"> • Three (3) -five (5) years of professional clinical experience. |
| Education: | <ul style="list-style-type: none"> • Master's degree in counseling, Social Work, Psychology, or related behavioral health field. |
| License/Certification: | <ul style="list-style-type: none"> • Current MN licensure as a: <ul style="list-style-type: none"> ○ Licensed Professional Clinical Counselor (LPCC) ○ Licensed Independent Clinical Social Worker (LICSW) ○ Licensed Marriage and Family Therapist (LMFT) |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none"> • Strong interpersonal, communication, and organizational skills. • Experience conducting diagnostic assessments and providing psychotherapy. • Knowledge of DSM-5 diagnostic criteria and evidence-based treatment modalities. • Experience using electronic health records. • Strong written, verbal, and interpersonal communication skills. • Ability to be flexible and prioritize time and case load effectively. • Ability to work independently and as a part of a multidisciplinary team. • Ability to work effectively with diverse populations. • 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

- Certification or specialized training in evidence-based practices.
- Experience working in integrated healthcare, tribal health, community mental health, or rural healthcare settings.
- Experience treating children, adolescents, adults, and families.
- Knowledge of trauma-informed care, culturally responsive practices, and co-occurring disorders.

WORK ENVIRONMENT

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| 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 |

Position Description

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.