



Native American Development  
Center  
2403 East Thayer Avenue Bismarck  
ND 58501  
Tel: (701) 595-5181  
Website: www.ndnadc.org

Fargo Downtown Engagement Center  
222 4<sup>th</sup> Street North  
Fargo, ND 58102  
Tel: (701) 936-3258  
Website: www.ndnadc.org

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## JOB ANNOUNCEMENT

**Position:** Director of Behavioral Health Services  
**Level:** Management & Supervision  
**Salary Range:** \$48,000 - \$55,000 (Depending on Experience)  
**Status:** Salary, 90-day probation period  
**Position Type:** Full-Time, Regular  
**Schedule:** M-F | 8:00 a.m. – 5:00 p.m.  
**Education Level:** 4 Year Degree  
**Organization:** NATIVE, Inc.  
**Reports to:** Chief Executive Officer  
**Job Location:** Bismarck, North Dakota

**About the Company:** Native Community Development, Inc. (dba NATIVE, INC.) (website: <https://ndnadc.org/>) is a community development corporation that provides human services, education, and resources to Native Americans and other underserved populations to increase socio-economic and cultural opportunities.

**Job Purpose and Summary:** The Director of Behavioral Health Services is responsible for the oversight of the Community Connect and Free through Recovery programs. The Director shall ensure quality program delivery, team development and management. The Director will supervise Care Coordinators and Peer Support Specialists in the Bismarck and Fargo offices. The Director shall have extensive knowledge of these Programs and experience in supervising employees and in working with behavioral health populations. Starting annual salary is, \$48,000 - \$55,000 Depending on Experience (DOE). This position has room for a salary increase depending on the level of growth of these programs.

### Benefits:

Health Insurance, Dental, Vision	Employee Assistance program
Accrued Paid Time Off (after 90 Day Probation)	Education Assistance program for eligible employees
Comp Time	Other benefits: Jury Duty, Military Leave, Bereavement Leave, Lactation/Breastfeeding
403(b) with 2% employer match	
FMLA	

Currently working adding additional benefits that will be implemented in September 2023.

### Minimum Qualifications:

- Bachelor's degree in human services, business or related field may be required for assigned caseload; if degree is not required for assigned caseload, related experience may be substituted year for year in lieu of degree.
- Must have at least two (2) years' experience with human services and behavioral health programs; supervisory experience in either area preferred. Preference given to candidates with experience managing Community Connect and/or Free through Recovery and housing programs.
- Must have strong management, leadership, and networking skills to build relationships with staff and community.

- Must have strong communication skills, verbal and written, and excellent customer service skills.
- Must have strong organizational and time management skills.
- Proficient with computers and related software including Microsoft Office applications.
- Must have a valid driver's license, acceptable driving record, reliable transportation, and proof of insurance for the vehicle subject to the statute of the licensing state will be required based on assigned job duties.
- Must be able to pass a background check.

**Physical Demands and Work Environment:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions. Work is performed in a normal office environment, May work extended hours during peak business cycles, Handle multiple tasks and priorities in a high-paced environment, Extended periods of sitting, standing, stair climbing, and light lifting to 10 lbs., The job may involve dealing with and calming individuals who are emotionally charged over an issue, There is considerable attention to detail and deadlines, This job is rated for Light Work, meaning that walking and standing are required occasionally, and the job usually involves sitting, Travel for training is required on occasion for meetings, training and conferences. Acknowledgement and Sign-off: The statements above are intended to describe the general nature and level of work performed by individuals assigned to this position. The job description is not an exhaustive list of the knowledge, skills and abilities required for the position. All employees may be required to perform duties outside of the normal responsibilities as needed. The employee is expected to adhere to all company policies and to act as a role model in the adherence to those policies. Failure to adhere to company policies and the job description may result in disciplinary action, up to and including termination. The job description may be changed at any time, with or without advance notice to the incumbent employee.

**Equal Employment Opportunity:** NATIVE, Inc. does not discriminate based on race, color, national origin, sex, genetics, religion, age or disability in employment or the provisions of services and complies with the provisions of the North Dakota Human Rights Act except as allowed by the Indian preference provision of the civil rights act of 1964, as amended. Applicants must be legally authorized to work in the United States. Drug Free Workplace. No relocation available. Employment offers are contingent upon successful completion of a background check. Applicants are responsible for providing proof of enrollment of a federally recognized tribe **if Indian preference is claimed**. Failure to provide proof will result in loss of Indian preference in employment. Applications and required supporting documents received after the closing date and time of a job posting will NOT be considered. Upon selection of employment, applicants are responsible to obtain and complete a Transcript Request Form from the last institution attended.

**TO APPLY:** Submit resume (must include at least three references not related to you), a copy of highest degree/certifications obtained, copy of transcripts (if in current degree program) or and a copy of tribal enrollment (if Indian preference is claimed).

**Submit by Email:** Attn: Human Resources, Email: [HR@ndnadc.org](mailto:HR@ndnadc.org)

**Submit by Mail:** NATIVE, Inc. c/o HR 2403 East Thayer Ave. Bismarck, ND 58501

For technical difficulties, please contact (701) 557-7313.