



White Earth Reservation Tribal Council

P.O. Box 418
White Earth, Minnesota 56591
Tel. (218) 983-4646
Fax (218) 983-4343

CHAIRMAN
Terrance Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: Registered Dietician
Location: White Earth
Pay: 19.26/Hr.

Benefits: Full

Open: 04-17-17
Close: 04-21-17
Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for providing Elderly Nutrition Program for the White Earth Reservation & provide nutrition services and meal planning.

- Administer the Elderly Nutrition Program (ENP) to ensure compliance with Federal, State and Tribal guidelines.
- Prepare and submit annual grant application.
- Develop and implement Nutritional Meal Plans.
- Responsible for the oversight of the Tribal (ENP) program.
- Collaborate with other Tribal agencies and service providers.
- Assist with (ENP) Staff to motivate and maintain professionalism.
- Assist in hiring, training, and supervising of staff so the program is administered effectively and efficiently.
- Establish and communicate performance expectations of staff as required by state and federal regulations.
- Provide leadership in developing quality staff.
- Report to Supervisor as needed.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of Organizational skills to manage time, multiple assignments and tasks.
- Knowledge of speaking/communications skills to effectively write and articulate to individuals and groups, sharing knowledge, offering advice and expertise on nutrition.
- Knowledge of human behavior, motivational interviewing, behavioral counseling.
- Knowledge of tribal and county health and social services programs.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA) Government regulations and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and Health Department.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- Knowledge of human systems, human behavior, and alternative practices.
- CPR/AED certification required (will provide training upon hire).

Qualifications:

- Registered Dietician, must have at least a bachelor's degree in Nutrition.
- Work Experience in nutrition.
- Valid Driver's License & Insurance for travel between sites and other business related destinations.
- Must be able to pass criminal background check and drug screening.

Mail Applications to:

White Earth Tribal Council
Attention: Personnel
P.O. Box 418
White Earth, MN 56591

Download Applications at:

www.whiteearth.com

EEO with Native Preference

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment
Background Checks performed*

