



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

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CHAIRMAN

Terrance "Terry" 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: Eligibility Worker

Location: Detroit Lakes, MN.

Pay: \$19.26/hr.

Benefits: Full

Open: 05-15-17

Close: 05-19-17

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be under general supervision of the Eligibility Coordinator; this position will perform a variety of tasks related to the determination of eligibility of clients for income maintenance programs and services.

- Process and determine eligibility for Tribal Social Services.
- Data entry and documentation requirement.
- Responds to consumer rights and responsibilities in compliance with State and Federal requirements.
- Establish and maintain quality working relationships with other service providers.
- Oversees all aspects within the assigned program in accordance to established policies and procedures to ensure the best use of program funds.

Knowledge, Skills and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Human Services Department.
- Knowledge of office procedures, practices, equipment and software programs.
- Knowledge of interviewing techniques and skills in conducting interviews.
- Knowledge of other sources of financial support.
- Knowledge of community resources, basic principles of foster care, child/adult protection criteria, general understanding of mental and physical illnesses and of real and personal property, estate and ownership laws, and their relationships to public assistance program eligibility.
- Skill in communicating, in written and verbal form, with a culturally diverse clientele.
- Ability to handle frequent procedural changes and client personal and financial crises.
- Ability to organize work, set priorities, makes decisions and work independently under stress, and be objective/non-judgmental.
- Ability to establish and maintain accurate and systematic records.
- Ability to maintain confidentiality.

Qualifications Required:

- **High School Diploma and (4) years of experience in a Human Service field or Completion of the technical college Public Welfare Eligibility Worker Diploma and 3 years of experience in the Human Service field or BA/BS in Human Service Related field and (6) months experience as an Eligibility Worker.**
- **Valid MN Driver's License and insurance to drive between sites.**
- **Must pass a criminal background check and drug testing.**

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*