



# White Earth Reservation Tribal Council

P.O. Box 418  
White Earth, Minnesota 56591  
Tel. (218) 983-4646  
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## White Earth Reservation Tribal Council Job Announcement

**Position:** EWP Site Controller

**Open:** 07-17-17

**Location:** Pine Point

**Close:** 07-21-17

**Pay:** \$15.57

**Benefits:** FULL

**Status:** Full time

The White Earth Elderly Nutrition department is seeking a qualified candidate for support to the Elderly Wellness Program, implementing coordination of services best for Elders with Cultural awareness, and to provide direct services to elder population, including coordinating various programming and activities as well as the assistance in planning, preparing and serving nutritious meals to ensure the needs of elder are met for their overall well-being.

- Under direct supervision, carry out elder programming to promote living well and independent living.
- Contribute to the site programming in planning and implementation with goals and objectives set.
- Responsible for the managing and maintaining daily responsibilities of EWP programming requirements.
- Completes reports in accordance with requirements and timelines.
- Assist EWP Site Supervisor with food service oversight preparation, planning and serving nutritional meal to elders at the Tribal Elderly Wellness Program.
- Collaborate with other Tribal agencies and service providers for the best well-being of elders.
- Reports to Supervisor as necessary
- Act as Site Supervisor when current site Supervisor is off site.
- Performs other duties and responsibilities as required or assigned.

### **Knowledge, Skills and Abilities:**

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Elderly Wellness Program.
- Knowledge in the basic operation of personal computer, including related software such as Microsoft Office (Word, Excel, Outlook).
- 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 White Earth Reservation demographics, culture, customs.
- At times may require to deliver meals to client's homes using personal vehicle.

### **Qualifications:**

- High School diploma or General Education Degree (GED).
- Minimum of one (1) year experience with elders in a working
- Valid driver's license and insurance for travel between sites and other business related destinations.
- Access to insured personal vehicle for delivering meals.
- CPR and First Aid certification or willing to obtain upon date of hire.
- ServSafe Certification or willing to obtain upon date of hire.
- Completion of White Earth Reservation Safe Driving Class within first six (6) months of hire

**Send applications to:**

**White Earth Tribal Council**

**ATTN: Personnel**

P.O. Box 418

White Earth, MN. 56591

**Down load applications at:**

[www.whiteearth.com](http://www.whiteearth.com)

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Terrance Tibbetts

**SECRETARY-TREASURER**  
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**DISTRICT II**  
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