



White Earth Reservation Tribal Council

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

White Earth Reservation Tribal Council Job Announcement

Position: EWP Site Supervisor

Location: Elbow Lake

Pay: \$19.26

Benefits: FULL

Open: 07-17-17

Close: 07-21-17

Status: Full time

The White Earth Elderly Nutrition department is seeking a qualified candidate for support in responsible to Elderly Wellness Program to support basic needed services to Elders with Cultural awareness and provide direct services to elder population.

- Responsible for planning, supervising, and coordinating programming and activates.
- Preparing and serving nutritious meals to ensure needs of elders are met for the overall well-being.
- Administer the Elderly Wellness Program site assigned to ensure compliance with Federal, State and Tribal guidelines.
- Assist with EWP Staff to motivate and maintain professionalism.
- Provide leadership in developing quality staff.
- Assist Elder Wellness Program in the overall mission and the objectives when needed and supervising of staff so the program and the site is administered effectively and efficiently.
- Prepare and submit monthly, bi-annual, and annual reporting.
- Plan, prepare and serve nutritional & culturally related meals.
- 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 of human behavior, motivational interviewing, and behavioral counseling.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA) Government regulations.
- Knowledge of foods and their nutritional value
- Knowledge of food preparation, food portions, serving and storage.
- Knowledge in the basic operation of personal computer, including related software such as Microsoft Office (Word, Excel, Outlook).
- Ability to communicate effectively, both oral and written.
- Ability to work efficiently and effectively.

Qualifications:

- High School diploma or General Education Degree (GED).
- Minimum one (1) year experience working with elders.
- Minimum one (1) year experience with supervision of others.
- Minimum two (2) years' experience with cooking.
- Valid driver's license and insurance for travel between sites and other business related destinations.
- Completion White Earth Reservation Safe Driving class within six (6) months of hire.
- CPR certification or willing to obtain upon hire.
- ServSafe Certification or willing to obtain within six 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

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