



# 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

**CHAIRMAN**  
Terrence Tibbetts

**SECRETARY-TREASURER**  
Tara Mason

**DISTRICT I**  
Steven "Punky" Clark

**DISTRICT II**  
Kathy Goodwin

**DISTRICT III**  
Eugene "Umsy" Tibbetts

**Position:** HS Family Service Advocate (2 Positions)

**Location:** White Earth (1), Waubun (1)

**Pay:** \$14.33/hr.

**Benefits:** Full

**Open:** 01-22-18

**Close:** 01-26-18

**Status:** Full Time

The White Earth Reservation Tribal Council is seeking a qualified candidate to perform a variety of tasks in the Head Start classroom, with families, and bus driving, to help fulfill the goals of the Head Start programs.

- Drive Head Start bus in accordance with all applicable laws to transport Head Start children and families safely.
- Help the lead teacher in the classroom setting to maintain a quality learning environment.
- Work with families to develop family partnership agreements and goals.
- Complete paperwork and prepare information in accordance with department guidelines.

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

- Knowledge of principals and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education Department.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions conclusions or approaches to problems.
- Ability to combine and analyze pieces of information to assist parents and children in learning and problem solving.
- Knowledge of administrative and clerical procedures such as word processing, managing files and records, and other office procedures and terminology.
- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Knowledge of local laws and regulation regarding transportation of students.

### **Qualifications:**

- High school diploma or GED and at a minimum, a credential or certification in social work, human services, family services, counseling or a related field; or the ability to obtain the credential or certification within 12 months of hire.
- Experience working with children and families.
- Valid MN commercial driver's license (CDL) with a school bus and passenger endorsement, or the ability to obtain one within 45 days of hire and ability to obtain a CDL physical exam within 45 days of hire.
- Reliable vehicle and insurance for travel between sites and other business related destinations.
- Must be able to pass a criminal background check and drug screening.

### **Send Applications to:**

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

### **Download applications at:**

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