



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-3285 ext 5852

Fax (218) 983-4343

## 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: Homeless Housing Case Worker

Location: Naytahwaush, MN.

Pay: \$19.26/hr.

Benefits: Full

Open: 06-12-17

Close: 06-23-17

Status: Full time

This position is responsible for providing case management services to homeless housing residents in THP, PSH, RRH projects. Provides intake services, collecting data such as income verification, social security information and other necessary information to complete housing applications. Assist clients with SOAR program intakes, appointments, collecting documentation and application process. Provide housing referrals and departmental referrals. Delivery of direct services to applicants. Enter data and reporting into HMIS system. Maintain client files as required. Attend meetings, and trainings as needed.

- Provides intake services to applicants. Provide appropriate screening for program services, diversion tool, assessments will be completed.
- Collects client information/verification to complete applications and other needed documentation for homeless housing programs/projects.
- Enters client information into HMIS and other data entry programs as needed.
- Completes VI-SPADT on clients and uses Coordinated Entry when needed.
- Completes SOAR applications with clients.
- Assist clients in SOAR activities, appointments, court, referrals.
- Maintains case files as required by tribal and state policies.
- Listens to and responds to visitor and client concerns to maintain a high level of program satisfaction.
- Provides administrative and clerical support to promote office efficiency by relieving staff of administrative detail.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities Required:

- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to follow and apply policies and procedures of the White Earth Tribal Council and Human Services department.
- Willingness to learn the cultural normal and appropriate responses and behaviors and distinguish culturally atypical responses from responses which may be dissimilar response that are appropriate for mainstream culture.
- Skilled in teaching rehabilitation interventions to individual or small groups.
- Skilled in working alongside the Mental Health Practitioner and treatment director to provide direct behavioral

### Qualifications Required:

- **Associates Degree in Human Services or related field: or High School diploma and two (2) years' experience in the Human Services, Social Work, Criminal Justice or related field.**
- **Possess upon hire or willing to obtain 30 hours training prior to the delivery of rehabilitative services.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a 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](http://www.whiteearth.com)