



# White Earth Reservation Tribal Council

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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: ICW Case Aide  
Location: Minneapolis  
Pay: \$15.57/hr.

Benefits: Full

Open: 09-18-17  
Close: 09-22-17  
Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for assisting all social workers and staff within to complete case management duties, office duties, transportation and supervision of visitation.

- Assist Social Workers with case management duties.
- Assist with transportation and supervised visitation.
- Create and complete records and reports to comply with required agencies, both internal and external.
- 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 Indian Child Welfare department.
- Knowledge of the White Earth Reservation demographics, culture, customs and lifestyles.
- Skilled in confidentiality and ability to maintain confidential records relating to clients' treatment.
- Ability to prepare and maintain all required documentation and reports.
- Skilled and able to obtain required services or to resolve emergency problems in crisis situations.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the ability to work effectively with all different styles of clients.
- Knowledge of laws, Tribal codes, and ability to work within those laws.
- Knowledge of agency policies, agency rules, procedures; and ability to work effectively within those mandates.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office, (Word, Excel, PowerPoint, Outlook).

### Qualifications:

- High School Diploma or GED; and one (1) year experience in human services field.
- Valid Driver's License and insurance for travel between sites and other related businesses.
- Must be able to pass a 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)

*EEO with Native Preference*

*A Drug Free Workplace – Tests for alcohol and illegal drug use may be required prior to and during employment.*