



# White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

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: UMOMS Receptionist**

**Location: Minneapolis**

**Pay: \$15.57/hr.**

**Benefits: Full**

**Open: 08-14-17**

**Close: 08-18-17**

**Status: Full Time**

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for greeting and assisting visitors and vendors, will direct calls to various staff and department, schedule appointments on Procentive for the White Earth UMOMS Facility.

- Greets all visitors to the office in a welcoming, professional manner, making them feel comfortable while they wait.
- Ensure facility is maintained, orderly, clean, safe environment, and clutter free.
- Provides clerical support to promote office efficiency by relieving the staff of administrative detail.
- Delivers/picks up mail to or from U.S. post office and miscellaneous supplies to and from local businesses in order to meeting program needs.
- Performs other duties and responsibilities as required or assigned.

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

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Substance Abuse Program.
- Knowledge of HIPPA, federal privacy act and agency rules.
- Knowledge of the demographics, culture, customs and geography of the White Earth Nation and Native American people.
- Ability to organize including arranging schedules, prioritize situations, events or people.
- Skill in customer service such as the ability to interact with internal and external customers with tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.
- Skill in personal computer and related software such as Microsoft Office (Word, Excel, Outlook), and internet.

### **Qualifications:**

- **High School Diploma or GED and six (6) months direct receptionist experience.**
- **Must be free of chemical use problems for at least one (1) year immediately preceding their hiring and must sign a statement attesting to the fact and freedom from chemical use problems must be maintained during employment.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **Must be able to pass a drug screening at hire and throughout the year.**

#### **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.  
Background Checks performed*