



WHITE EARTH RESERVATION

CHAIR Terrence "Terry" Tibbetts **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Eugene "Umsy" Tibbetts

Job Announcement

Position: Human Services Assistant Director

Location: Naytahwaush, MN

Pay: DOQ

Benefits: Full

Open: 09-10-18

Close: 09-21-18

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for the oversight of the daily operations of the RSS Department.

- Responsible for the direct supervision of the Consumer based service programs to ensure program objectives are met and scope of work completed.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Manages departmental budget in accordance to established policies and procedures to ensure the best use of program funds.
- Established and initiates short and long range goals and recommendations affecting assigned departments or programs to conform to organizational objectives.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicate directly to Human Service Director and external sources to ensure program and organization is represented in a professional manner.
- Works with Human Services Directors to build an enhanced service delivery system to promote services.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Human Services Division.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Ability to work cooperatively within a Human Service, White Earth RTC, local, State and Federal meeting groups, committees and/or boards to make the work of the group successful and effective.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Ability to apply general rules to specific problems to produce logical answers.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications Required:

- Bachelor Degree in the Human Service field and two (2) years of experience or an Associate Degree in a Human Service field with five years of experience or ten(10) years of experience in a Human Service Field with two (2) years of experience as a supervisor.
- 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

EEO with Native Preference, A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-4343