



# 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:** Child Care Program Assistant

**Location:** White Earth

**Pay:** \$19.26/hr.

**Benefits:** Full

**Open:** 02-18-19

**Close:** 02-22-19

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the administrative duties and grants specialist for the Child Care Program/Early Childhood Programs by providing technical assistance.

- Provide administrative, technical assistance and clerical support to CCDF Program Director and staff:
- Maintains office supplies for office personnel. Maintains general files, client files, and/or program files to ensure compliance with department policies and procedures.
- Assist Director in locating, writing, implementing and ensuring compliance, creating spreadsheets, reporting on grants (federal, state, local and private foundation).
- Working with Program staff on implementing Program services:
- Provide guidance or technical assistant on program policies, maintain files systems, procedures, ensuring compliance with federal, State or Tribal regulations, includes gathering statistics for reports, CCDF and Food Program, organizing meetings, library, licensing or assisting and developing and disseminating professional correspondences.
- Responsible for program accounts receivable/payable, vendor files, purchase orders, service agreements, budget spend downs and reconciliation.
- Provides technical support for Food Program requirements that includes data, compilation and submission and retention of reimbursements.
- Act as a substitute teacher or assistant when needed.
- Performs other duties and responsibilities as required or assigned.
- Facilitating the annual conference and other program events:
- Help organizing contracts, registration, program sessions descriptions, files, vendors and working with financial agency to ensure accurate records.
- 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 Child Care Program.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to write routine reports and correspondences in a professional timely manner
- Ability to read and analyze financial reports and reconciliation
- Ability to seek, write and implement grants.
- Ability to effectively multi-task.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

### Qualifications:

- Prefer a two year degree in Business, Accounting or related field or at a minimum 3 years of administrative experience.
- Must have experience in grant and administrative field.
- Proficient in Excel and Word.
- 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)

*EEO with Native Preference.*

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