



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

White Earth Reservation Business Committee Job Announcement

Position: Elder Wellness Program Manager

Location: White Earth

Pay: \$23.30/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 to ensure supervise the Elderly Wellness Program including; compliance with Tribal, state and federal regulations, supervision of the Elderly Wellness Program sites and staff.

Position Outcomes:

- Directs and oversees all aspects within the Elder Wellness Program to ensure program objectives are met and scope of work completed.
- Oversees procurement, storage, preparation, distribution, and service of food under sanitary conditions.
- Manages the selection, training, development, and performance of assigned staff to retain a motivated, professional workforce for the best interest of Elders in the Elder Wellness Program.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Manages and oversees resource development and Elder Wellness objectives.
- Manages departmental budget in accordance with established policies and procedures to ensure the best use of program funds.
- Establishes and initiates short and long-range goals and recommendations affecting the Elder Wellness Program and elder services provided.
- Communicates directly with White Earth Tribal Health Director and various associates to ensure program and organization is represented in a professional manner.

Knowledge, Skills and Abilities:

- Knowledge of the principals and practices of nutrition and food preparation, preparing large numbers of meals with quality tastiness, purchasing build foods, menu planning, and food costs.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques and coordination of people and resources.
- Knowledge of economic and accounting principals and practices, and the analyses and reporting of financial data.
- Knowledge of principles and process for providing customer and personal services. This includes Elder needs assessment, meeting quality standards for services, and evaluation of Elder satisfaction.
- Ability to write reports, business correspondences and/or procedure manuals.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook, Publisher).
- Skilled in tribal constituents' services, the ability to interact with internal and external tribal constituents with tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.
- Skilled in Tribal, non-tribal community and state county health and social services program.

Qualifications:

- **High School Diploma or GED.**
- **Two or more years of direct foodservice operational management experience with inventory, purchasing knowledge and quality control.**
- **Two or more years' experience in program administration with staff supervision and management responsibilities; or equivalent combination of education and experience.**
- **Completion of White Earth Reservation Safe Driving class within first six (6) months of hire.**
- **SERV Safe food Protection Manager Certification or must become certified within (90) days of Hire.**
- **Valid driver's license and ability to travel between sites.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
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.

Background Check performed.