



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 Tribal Council Job Announcement

Position: EWP Site Supervisor
Location: White Earth
Pay: \$19.26

Benefits: FULL

Open: 02-21-19
Close: 02-27-19
Status: Full time

The White Earth Reservation Business Committee is seeking a qualified candidate for support in responsible to Elderly Wellness Program to support basic needed services to Elders with Cultural awareness and provide direct services to elder population. Including establishing quality working relationships, responsible for planning, supervising, and coordinating programming and activities as well as the planning, preparing and serving nutritious meals to ensure needs of elders are met for the overall well-being.

Position Outcomes:

- Responsible for planning, supervising, and coordinating programming and activates.
- Preparing and serving nutritious meals to ensure needs of elders are met for the overall well-being.
- Administer the Elderly Wellness Program site assigned to ensure compliance with Federal, State and Tribal guidelines.
- Assist with EWP Staff to motivate and maintain professionalism.
- Provide leadership in developing quality staff.
- Assist Elder Wellness Program in the overall mission and the objectives when needed and supervising of staff so the program and the site is administered effectively and efficiently.
- Prepare and submit monthly, bi-annual, and annual reporting.
- Plan, prepare and serve nutritional & culturally related meals.
- 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 Elderly Wellness Program.
- Knowledge of human behavior, motivational interviewing, and behavioral counseling.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA) Government regulations.
- Knowledge of foods and their nutritional value
- Knowledge of food preparation, food portions, serving and storage.
- Knowledge in the basic operation of personal computer, including related software such as Microsoft Office (Word, Excel, Outlook).
- Ability to communicate effectively, both oral and written.
- Ability to work efficiently and effectively.

Qualifications:

- High School diploma or General Education Degree (GED).
- Minimum one (1) year experience working with elders.
- Minimum one (1) year experience with supervision of others.
- Minimum two (2) years' experience with cooking.
- Valid driver's license and insurance for travel between sites and other business-related destinations.
- Completion White Earth Reservation Safe Driving class within six (6) months of hire.
- CPR certification or willing to obtain upon hire.
- SERV Safe Certification or willing to obtain within six months of hire.

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