



# 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: Eligibility Worker  
Location: Naytahwaush, MN.  
Pay: \$19.26/hr.

Open: 12-03-18

Close: 12-14-18

Benefits: Full

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be under general supervision of the Financial Services Manager; this position is responsible for management and oversight of daily operations of the Income Maintenance programs and Services for Financial Services Department.

- Processes and determines appropriate program policies to ensure that client's essential needs are met.
- Manages income maintenance program documentation in accordance to program guidelines.
- Manages eligibility processes to ensure the maximization of program service delivery.
- Ensure guidelines of program are adhered to with reimbursable expenditures.
- Reconciles claims with electronic payments made to the consumers.
- Creates and completes reports to comply with required agencies (internal and external).
- Ensures accurate and complete information is contained in reports.
- Responsible for accuracy on the income maintenance systems.

### Knowledge, Skills and Abilities Required:

- The eligibility worker needs considerable time and training to become proficient in their position. The job is very complex, requiring formal training to handle a caseload. After training, a worker needs to be in this position for a minimum of twelve (12) months before becoming comfortable with the workload. Each is unique and has varying degrees of difficulty. Due to little or no repetition, it is more difficult to become proficient at maintaining a caseload. Ongoing training is essential to maintain skills.
- Knowledge of multiple complex computer systems.
- Knowledge of interviewing techniques and skills in conducting interviews.
- Knowledge of other sources of financial support, including Social Security, reemployment insurance, veterans benefits, worker's compensation, and disability insurance/pension programs.
- Knowledge of basic principles of foster care, child and adult protection criteria, and a general understand of mental and physical illnesses.
- Ability to organize work, set priorities, makes decisions and work independently under stress.

### Qualifications Required:

- **High School Diploma and (5) years of experience in a Human Service field or Completion of the technical college Public Welfare Eligibility Worker Diploma and 3 years of experience AS Eligibility Worker, or BA/BS in Human Service Related field and (1) year experience as an Eligibility Worker.**
- **Valid MN Driver's License and insurance to drive between sites.**
- **Must pass a criminal background check and drug testing.**

Mail Applications to:  
Attention: Human Resources  
P. O. Box 418  
White Earth, MN 56591

White Earth Reservation Business Committee

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*