



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

Tel. (218) 983-4646

Fax (218) 983-4343

White Earth Reservation Tribal Council Job Announcement

Position: Foster Care Program Coordinator

Location: White Earth

Pay: \$26.23/hr./DOQ

Benefits: Full

Open: 06-18-18

Close: 06-22-18

Status: Full Time

The White Earth Tribal Council is currently seeking a candidate to be responsible for overseeing the foster care program; including recruitment, training, monitoring, retention of foster parents; execution of overall program compliance with Tribal and Federal standards; and maintenance of documentation, records for the foster care program.

- Manage foster care program documentation, records, and placement records for the Tribal Foster Care Program in accordance with applicable laws and policies.
- Oversee placements of children in Tribally-licensed homes for their safety.
- Oversee training, monitoring efforts, retention efforts for foster care program to maintain an abundant pool of safe, trained Native foster parents.
- Ensure program compliance with Tribal, State, and Federal standards to continue generating revenue and to be in compliance with funders.
- Ensure investigation of all maltreatment reports in foster homes to ensure safety children.

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 Indian Child Welfare department.
- Knowledge of the White Earth reservation demographics, culture, history and lifestyles.
- Knowledge of licensing standards, and ability to apply licensing standards to individual applicants to make recommendations for licensure.
- Knowledge of and ability to complete difficulty of care assessments on children; including skills in advocating for DOC points and gathering information to support assessments.
- Knowledge of licensing violations and ability to forensically investigate violations.
- Knowledge of what constitutes maltreatment reports and ability to determine what warrants assessments.
- Knowledge of fair hearing process and ability to effectively represent foster parents in hearings.
- Knowledge of Interstate Compact agreements and ability to oversee those agreement responsibilities as a supervising agency.
- Skilled in overseeing staff and ability to effectively manage staff.
- Skills and ability to enforce foster care licensing standards rules for foster parents.
- Skilled in public speaking and ability to present education/training to foster parents in groups of 10-75.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- Associate's degree in Human Services; OR a minimum of five years of experience in human services, or equivalent education and experience.
- Valid MN driver's license and insurance for travel between sites and other business related destinations.
- Must pass a criminal background check and drug screening.

Send applications to:

White Earth Tribal Council

Attn: Personnel

P.O. Box 418

White Earth, MN 56591

www.whiteearth.com

Download applications at:

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*

CHAIRMAN
Terrance "Terry" Tibbetts

SECRETARY-TREASURER
Tara Mason

DISTRICT I
Steven "Punky" Clark

DISTRICT II
Kathy Goodwin

DISTRICT III
Eugene "Umsy" Tibbetts