



White Earth Reservation Tribal Council

P.O. Box 418

White Earth, Minnesota 56591

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CHAIRMAN

Terrance "Terry" Tibbetts

SECRETARY-TREASURER

Tara Mason

DISTRICT I

Steven "Punky" Clark

DISTRICT II

Kathy Goodwin

DISTRICT III

Eugene "Umsy" Tibbetts

White Earth Reservation Tribal Council Job Announcement

Position: IV-D Case Manager

Location: White Earth

Pay: \$19.26/hr.

Open: 02-12-18

Close: 02-23-18

Status: Full Time

Benefits: Full

The White Earth Reservation Tribal Council is currently seeking a qualified candidate for the overall case management functions, which includes initiating the establishment of paternity actions and child support orders as well as the enforcement, review and modification of child support orders for the Child Support Department.

- Oversees the Child Support cases of the IV-D program to ensure objectives and Tribal, State and Federal standards are met.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicates directly to Child Support administrator to ensure program and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Child Support Enforcement.
- Knowledge of the White Earth Reservations demographics, culture, history and lifestyles.
- Knowledge of laws, legal codes, court procedures, precedents, governmental regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of economic and accounting principles and practices, the financial markets and the analysis and reporting of financial data.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, and volume
- Ability to communicate effectively, both orally and in writing.
- Ability to write reports, business correspondence and or procedure manuals.
- Skilled in the operation of a personal computer, including related software such as Microsoft office (Word, Excel, Powerpoint, Outlook).
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.

Qualifications Required:

- Must have a High School Diploma/ G.E.D.
- Must have two years' experience in a related field (i.e. Child Support, Social Services, Social Work, Human Services, Indian Child Welfare, court clerking, legal secretary, Financial/Eligibility Worker) or two years case management or 1-2 years completion of study in the related field (Human Services, Social Work, Social Services, Paralegal)
- Will be required to sign a confidentiality statement and understand penalties of any violation.
- 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

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*