



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Human Services Director

Location: Human Services

Pay: \$41.57 Per Hr. or DOQ

Benefits: Full

Open: 08/12/24

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the development, supervision, and administration of the Human Service Division to provide comprehensive services to the reservation community through child and adult safety, youth services and programming, assistance and guidance to self-sufficiency and basic financial/food and medical support of those in need. This position is also responsible for working with local, tribal, state, and federal agencies to ensure collaboration and cooperation at all levels.

Position Outcomes:

- Establishes and initiates short and long-range goals and recommendations to build and enhance service delivery systems affecting White Earth constituents in coordination with Human Service objectives.
- Responsible for the direct supervision of the Human Service department directors to ensure program objectives are met and scope of work completed.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Manages departmental budget in accordance to established policies and procedures to ensure the best use of program funds.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicate directly to the White Earth Executive Director, Tribal Council, and external sources to ensure program and organization is represented in a professional manner.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Human Services Department.
- Ability to work cooperatively within Human Services, White Earth RTC, local, State and Federal meeting groups, committees and/or boards to make the work of the group successful and effective.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Knowledge of State and Federal laws and statutes applying to the various Human Service departments and future programs and departments, Tribal, State and Federal legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of economic and accounting principles and practices, and the analysis and reporting of financial data.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation processes.
- Knowledge of principles and processes for providing personal and customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- 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.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **Bachelor's degree in human services or related field with two years of experience working in the Human Services field and four years of experience in a supervisory position.**
- **Valid Driver's License and insurance for travel between sites and other related business.**
- **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.

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343