



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: Eligibility Worker

Location: Naytahwaush

Pay: \$22.51hr.

Benefits: Full

Open: 10/01/24

Close: Until Filled

Status: Full

The White Earth Reservation Business Committee 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.

Position Outcomes:

- 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.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- 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, office procedures, practices, equipment and software programs.
- Knowledge of interviewing techniques and skills in conducting interviews.
- Knowledge of the income maintenance program rules, regulations, benefits, and methods of determining eligibility.
- Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.
- Ability to establish and maintain accurate and systematic records.
- Ability to express ideas clearly and ability to comprehend and follow complex written and verbal instructions.
- Ability to effectively help other eligibility workers understand and navigate data systems.

Qualifications:

- High School Diploma and Three (3) years of progressively responsible experience in any of the following areas: social services, financial tracking, program eligibility, office management, and working with benefits or related field.
- Valid MN Driver's License and insurance to drive between sites.
- Must pass a criminal background check and drug screening.

Preferred:

- Experience working as an eligibility specialist or financial worker in a county/state human service agency
- Experience working with MAXIS/MMIS/MNsure and PRISM computer programs
- Completion of Financial Worker training or completion of a Public Welfare Financial Worker program degree or diploma

- Experience with interviewing practices and techniques
- Experience interpreting, explaining programs and determining eligibility for programs.

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