



# White Earth Reservation Tribal Council

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**CHAIRMAN**  
Terrence 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: ICW NorthStar Program Coordinator

Open: 01-15-18

Location: White Earth

Close: 01-19-18

Pay: \$23.30/hr

Benefits: Full

Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for management and oversight of the NorthStar Program, to include IV-E, Medical Assistance, foster care, permanency, SSIS, Court Language, fiscal coordination and reconciliation within the Child Welfare department.

- Assists the IV-E program to ensure Tribal, State and Federal standards are met.
- Manages IV-E financial postings to ensure the maximization of program funds under the new NorthStar permanency program.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicates directly to ICW Director to ensure program and organization is represented in a professional manner.
- Management of the NorthStar Permanency Program.
- Manages financial records in accordance to Federal audits.
- 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 Indian Child Welfare department.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of Minnesota statutes as they relate to NorthStar.
- Knowledge and experience of the MAXIS and SSIS.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules that all impact IV-E and MA.
- Ability to work cooperatively within the White Earth RTC, local, State and Federal meetings, committees and/or boards to make the work of the group successful and effective.
- Ability to communicate effectively and professionally, both orally and in writing.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) MAXIS and SSIS.

### Qualifications Required:

- **Combination of an Associate Degree or three years financial, managerial, child welfare service experience.**
- **Valid Driver's License and insurance for travel between sites and other related businesses.**
- **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](http://www.whiteearth.com)