



# White Earth Reservation Business Committee

P.O. Box 418

White Earth, Minnesota 56591

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## CHAIRMAN

Terrence Tibbetts

## SECRETARY-TREASURER

Leonard "Alan" Roy

## DISTRICT I

Steven "Punky" Clark

## DISTRICT II

Kathy Goodwin

## DISTRICT III

Eugene "Umsy" Tibbetts

## White Earth Reservation Tribal Council JOB ANNOUNCEMENT

**Position:** HS Family Service Advocate (2 Positions)

**Location:** White Earth (1), Waubun (1)

**Pay:** \$14.33/hr.

**Benefits:** Full

**Open:** 07-16-18

**Close:** 07-20-18

**Status:** Full Time

The White Earth Reservation Tribal Council is seeking a qualified candidate to perform a variety of tasks in the Head Start classroom, with families, and bus driving, to help fulfill the goals of the Head Start programs.

- Drive Head Start bus in accordance with all applicable laws to transport Head Start children and families safely.
- Help the lead teacher in the classroom setting to maintain a quality learning environment.
- Work with families to develop family partnership agreements and goals.
- Complete paperwork and prepare information in accordance with department guidelines.

### Knowledge, Skills and Abilities:

- Knowledge of principals and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education Department.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions conclusions or approaches to problems.
- Ability to combine and analyze pieces of information to assist parents and children in learning and problem solving.
- Knowledge of administrative and clerical procedures such as word processing, managing files and records, and other office procedures and terminology.
- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Knowledge of local laws and regulation regarding transportation of students.

### Qualifications:

- High school diploma or GED and at a minimum, a credential or certification in social work, human services, family services, counseling or a related field; or the ability to obtain the credential or certification within 12 months of hire.
- Experience working with children and families.
- Valid MN commercial driver's license (CDL) with a school bus and passenger endorsement, or the ability to obtain one within 45 days of hire and ability to obtain a CDL physical exam within 45 days of hire.
- Reliable vehicle and insurance for travel between sites and other business related destinations.
- Must be able to 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

### Download applications at:

[www.whiteearth.com](http://www.whiteearth.com)