



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: Adoption Program Coordinator

Location: White Earth

Pay: \$32.52/hr.

Benefits: Full

Open: 09/22/25

Close: 10/06/25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the management of the Tribal Adoption Program by supervising staff, overseeing adoption contracts, and providing adoption services to families.

Position Outcomes:

- Oversee and Complete adoption licensing, home studies, and training for adoptive parents for the Tribe.
- License adoptive homes on or near the Reservation seeking adoptive placements.
- Manage the completion of full and detailed home studies for White Earth families seeking adoption, regardless of location within the State of Minnesota.
- Manage, supervise, and monitor adoption cases handled by the Tribe to ensure safety and best interests of Tribal children.
- Ensure case management services are provided to children in need of adoptive homes, and children who are in placement in adoptive homes.
- Oversee and supervise the cases involving pre-adoptive and adoptive children to ensure their safety is being met in placement homes, act as the Tribal guardian for the custodial agency.
- Execute and manage Adoption Contracts revenue for Tribal Adoption program budget.
- Strategize to implement goals for the program and expand the program to meet the needs of Tribal families.
- Supervise staff within the Adoption Program to ensure internal policies and procedures are followed.
- 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 Indian Child Welfare department.
- Knowledge of all applicable federal, state, and tribal laws and codes and the ability to implement those into each adoption case.
- Ability to testify, write court reports, submit documents to Tribal Court and to be qualified as an expert witness in Tribal child rearing customs.
- Skilled in public speaking, organizing training, and presenting training to groups either large or small.
- Knowledge of all applicable adoption revenue mechanisms, including contracts, initiatives, and IV-E and the ability to handle each adoption to be in compliance with these funding sources.
- Ability to write legislation, court reports, adoption contracts, contact agreements, documentation.
- Knowledge of historical trauma of adoption and ability to implement a program that does not repeat trauma to adoptees; includes strategic planning, information gathering, implementing cultural ideas, writing legislation and securing funding for a Tribally- appropriate adoption program.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- Bachelors degree in human service related field, two (2) years of professional adoption experience and one (1) of supervisory experience.
- Valid Driver's License and insurance for travel between sites and other business-related activities.
- 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.