



WHITE EARTH RESERVATION

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

White Earth Reservation Business Committee Job Announcement

Position: Certified Nursing Assistant

Location: White Earth

Pay: \$20.42/hr.

Benefits: Full

Open: 07-21-25

Close: 08-01-25

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will work under the supervision of an RN, as a support member of the interdisciplinary team by assisting in the provision of personal care needed to keep individuals safe and independent in their home. The CNA will provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in their home.

- Maintain records of patient care, condition, progress, and problems to report and discuss observations with the registered nurse.
- Provide patients with help moving in and out of beds, baths, wheelchairs, and with dressing and grooming.
- Entertain, converse with, read aloud to patients to keep them mentally healthy and alert.
- Assist and direct patients in simple prescribed exercises and in the use of braces or artificial limbs.
- Provide delegated routine personal care services.
- Communicate with internal and external sources to ensure orderly and safe provision of health care services.
- Maintain accurate, detailed reports and records.
- Maintain patient confidentiality.
- Record patients' medical information in the Electronic Health Record (EHR).
- Prepare patients for, and assist with, examinations and treatments.
- Advocate for client needs and assist them in finding resources.
- Perform other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Psychology — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and recognition of behavioral and affective disorders to refer for services.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Sociology and Anthropology — Knowledge of group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures and their history and origins.
- Resources — Knowledge of tribal and county health and social services programs.
- Communication— Talking to others to convey information effectively, communicating effectively in writing as appropriate for the needs of the audience.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems, considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Reasoning — The ability to apply rules and combine information to reach an appropriate conclusion to people and programs.
- Law and Government-Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA), health billing codes, government regulations, and agency rules
- Time Management — Managing one's own time and the time of support staff while in the field.
- Service Orientation — Actively looking for ways to help people.
- Monitoring — Monitoring/assessing performance of yourself, clients, or processes to make improvements or take corrective action.
-
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Reservation — Knowledge of the demographics, culture, customs, and geography of the White Earth Reservation.
-
- Technology- Skilled in the operation of a personal computer and various software programs such as electronic health record.

Qualifications Required:

- High school diploma or GED
- Current Certified Nursing Assistant license
- Current CPR certification thru the American Heart Association.
- Valid Driver's License and insurance for travel between sites and other related business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send applications to:

White Earth Business Committee
Attn: 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.
Background Checks performed*

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