



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: Certifier/Eligibility Worker

Location: Food Distribution/Ranch

Pay: \$19.45 Per Hour

Benefits: Full

Open: 06/04/26

Close: Until Filled

Status: Full time

Under general supervision of the Food Distribution Manager, this position is responsible for performing a variety of tasks related to the determination of eligibility of clients for the Food Distribution Program..

Position's outcomes:

Process and determine eligibility for Food Distribution Services

- Interviews clients to obtain and verify the necessary information received from clients.
- Explains application procedures to individuals and answers questions of individuals on how to complete the application forms.
- Determines eligibility on a case-by-case basis and explains to the client how their eligibility was determined for certification.
- Communicates program requirements and assists program participants in understanding how to maintain eligibility
- Communicates program time limits, expectations and other program requirements to the client.
- Communicates with SNAP and other Food Distribution agencies to prevent dual participation.
- Makes home visits to shut-in customers.

Data entry and documentation requirements

- Re-determines eligibility, records and evaluates personal and financial data to determine eligibility for food services
- Maintains complete and accurate records on client's eligibility

Responds to costumer rights and responsibilities in compliance with Federal requirements.

- Informs the clients of their Civil Rights and Fair Hearing policies.
- Responds to the clients of appeals and other legal rights.
- Prepares case for appeal hearings, documenting the actions taken by the Agency and provides testimony at the appeal hearing.

Knowledge, Skills and Abilities:

- Knowledge of the demographics and geography of the White Earth Reservation.
- Knowledge of office procedures, practices, equipment and software programs.
- Knowledge of multiple complex computer systems.
- Knowledge of interviewing techniques and skills in conducting interviews.
- Knowledge of program rules, regulations, benefits and methods of determining eligibility.
- Knowledge of community resources such as emergency housing, food, social services and diversionary assistance programs Skilled in basic math for data entry and the ability to calculate figures and percentages.
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Skill in communicating, in written and verbal form, with a culturally diverse clientele.

- Skilled in Data entry and keyboarding.
- Ability to establish and maintain effective working relationships with clients, public, co-workers and agency administration.
- Ability to effectively explain income procedures to recipients
- Ability to handle frequent procedural changes and client personal and financial crises.
- Ability to organize work, set priorities, makes decisions and work independently under stress.
- Ability to be objective/non-judgmental.
- Ability to accurately and rapidly process detailed information.
- 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 communicate effectively, both orally and in writing. Ability to maintain accurate and systematic records.
- Ability to maintain confidentiality.
- Ability to maintain a clean facilities atmosphere.

Qualifications:

- High School diploma or GED with two (2) years of clerical experience in a social services/human services agency.
- Must pass criminal background check and drug screening.
- Must have a valid MN Driver's License and insurance for travel between sites and other related business.

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
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*