



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque

DISTRICT I Henry Fox DISTRICT II Eugene Sommers DISTRICT III Laura Erickson

Job Announcement

Position: Child Care Substitute

Location: White Earth

Pay: \$20.47/Hr.

Benefits: Full

Open: 09-22-25

Close: 09-26-25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for substituting at any of the White Earth Childcare Centers, library, and Caring for Kids Store when requested and helping with administrative duties, filing, copying and assisting staff with various duties as assigned. Will work in various childcare sites

Position out comes:

- As a Substitute Teacher Assistant or Aid under the Lead Teacher's Supervision.
- Assist/substitute in various centers to ensure adult/child ratios are consistent with our licensing standards.
- Assist implementation of engaging, daily lessons, and activities, including games, art, crafts, music, storytelling, and active play, to meet the physical, mental, and social development needs of the children in the classroom.
- Assist in teaching basic skills such as color, shape, number, and letter recognition, and social skills to children.
- Tend to children's physical needs including diaper changing, toileting, feeding, naps and personal hygiene,
- 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 White Earth Childcare Program.
- Knowledge of Early Childhood Development, theories and practices related to children with special needs, infants, toddlers, preschool and school age children, including emotional, behavioral, cognitive, and nutritional needs.
- Ability to support children and their families when challenges arise.
- Ability to understand and implement the duties of a mandated child maltreatment reporter.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.

Qualifications:

- High School Diploma or GED and experience working with young children.
- Valid Drivers license and insurance for travel between sites and other business-related destinations.
- Must meet licensing requirements as prescheduled by the Tribal licensing standards.
- Must be able to pass a criminal background check and drug screening.
- CPR, First Aid, and Safe-Serve Certifications upon hire.

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.