



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: Consumer Service Advocate

Location: Naytahwaush

Pay: \$20.42/hr.

Benefits: Full

Open: 03/02/26

Close: 03/16/26

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for determining eligibility, processing, and distributing benefits of consumer-based services program.

- Process constituent applications to establish eligibility and distribution of services of the program
- Maintain consumer database to verify eligibility of services
- Establish and maintain quality working relationships with other service providers to ensure service delivery.
- Oversee all aspects within the assigned program in accordance with established policies and procedures to ensure the best use of program funds and reports to this information to the Resource and Supportive Services Director.
- 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 Human Service Division and the White Earth RTC.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of human behavior and performance.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessments, meeting quality standards for services, and evaluation of customer satisfaction.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to write reports.
- Ability to work cooperatively within Human Services, White Earth RTC, and local committees and/or boards to make the work of the group successful and effective.

Qualifications:

- Associate's degree is preferred in a social service or accounting related field; OR High School Diploma/GED and two years' experience in a related field.
- **Valid Driver's license and insurance**
- **Must be able to pass 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.