



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: Director of Nursing (DON)
Location: White Earth
Pay: \$35.83/DOQ

Benefits: Full

Open: 06-01-26
Close: 06-12-26
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for efficiently and effectively directing, planning, managing, organizing, implementing, and coordinating the operations of the Home Health Agency.

- Direct, supervise and evaluate work activities of, nursing, technical, clerical, service, and other personnel.
- Direct recruitment, hiring and training of qualified personnel. Ensure adequate staff education and evaluation
- Develop and maintain computerized record management systems to store and process data, run reports track personnel activity client information.
- Develop and implement organizational policies and procedures.
- Develop a system of staff communications that ensures coordinated implementation and utilization of services necessary for comprehensive care.
- Conduct and administer fiscal operations, including accounting, planning budgets, authorizing expenditures, establishing rates for services, and coordinating financial reporting.
- Establish work schedules; leave time and assignments for staff, according to workload, space and equipment availability.
- Maintain communication between governing boards, medical staff, and department heads by attending board meetings and coordinating interdepartmental functioning.
- Maintain awareness of advances in medicine, computerized diagnostic and treatment equipment, data processing technology, government regulations, health insurance changes, and financing options.
- Develop, maintain, and evaluate collaborative working relationships with Tribal programs, as well as Federal, State, and other healthcare institutions to ensure optimum coordination of care.
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Knowledge, Skills and Abilities:

- Supervision- Knowledge of supervisory principles involved in planning work assignments, resource allocation, and coordination and training of people.
- Resources - Knowledge of tribal and county health and social services programs.
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- Resources - Knowledge of tribal and county health and social services programs.
- Reservation - Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- 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.

- Law and Government-Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA), health billing codes, government regulations, federal privacy act and agency rules
- Time Management – Managing one's own time and the time of others.
- Communication– Talking to others to convey information effectively, communicating effectively in writing as appropriate for the needs of the audience.
- Reasoning – The ability to apply rules and combine information to reach an appropriate conclusion to people and programs.
- Problem Sensitivity – The ability to recognize that a problem exists and implement appropriate action to resolve the problem.
- Medicine– Knowledge of the information and techniques needed to treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures.
- Public Safety and Security – Knowledge of relevant emergency preparedness to promote effective tribal, local, and state operations for the protection of people, data, and property.
- Computers and Electronics – Knowledge of computer operation and applicable software.
- Education and Training – Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Therapy and Counseling – Knowledge of principles, methods, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- 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.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Qualifications:

- Bachelor's degree in nursing and two (2) years of experience in Health Administration. Preferably three (3) years of clinical experience in a Medicare-certified home health agency.
- Public Health Nursing Certification issued by the State of MN.
- Current Registered Nurse (RN) licensure issued by the State of MN
- Valid Driver's License and insurance for travel between sites
- 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