WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. **DISTRICT II** Kathy Goodwin **DISTRICT III** Cheryl "Annie" Jackson

Job Announcement

Position: DOVE Program Manager
Location: DOVE, White Earth
Pay: $32.52 Per Hr. or DOQ **Benefits:** Full

Open: 09/14/26
Close: 09/29/26
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for overseeing daily operations of the DOVE program and management of domestic, sexual assault, and general crime services in accordance with White Earth Tribal policies and procedures and current federal, state and local standards, guidelines, and regulations that govern, as well as direct over site of DOVE personnel.

Position Outcomes:

- Directs and oversees all aspects within the DOVE program to ensure objectives are met and scope of work completed.
- Manages departmental objectives in accordance with program guidelines and overall objectives of the DOVE program.
- Reviews departmental performance and effectiveness, formulates programs and/or policies to enhance program objectives or alleviate any deficiencies.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Recruits and trains domestic violence support advocate volunteers.
- Ensures performance reviews are completed in accordance with established policies and procedures.
- Handles grievances in a timely manner.
- Established and initiates short- and long-range goals and recommendations affecting assigned departments or programs to conform with organizational objectives.
- Manages departmental budgets in accordance with established policies and procedures to ensure the best use of program funds.
- Directs efficient use of program funds within the scope of work and ensures they are necessary to carry out job duties.
- Reviews financial statements, budgets, and activity reports to ensure the organization's objectives are achieved.
- Completes research and grant writing projects.
- Communicate directly to Human Service Assistant Director to ensure program and organization is represented in a professional manner.
- 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 Human Services division.
- Knowledge of business and management principles involving strategic planning, resource allocation, leadership techniques, production methods, and coordination of people and resources.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of and belief in non-violence, and willingness to challenge societal norms that condone perpetual violence.
- Knowledge of and ability to interpret cycle of abuse, power and control issues and victim rights.
- Knowledge of multi-disciplinary resources and/or agencies of White Earth Nation and counties (Clearwater, Becker, Mahnomen).
- Ability to attend court with clients.
- Ability to respond to crisis situations at hospitals, jails and other settings.
- Ability to work cooperatively within a Human Service, White Earth RTC, local, State and Federal meetings, committees and/or boards to make the work of the group successful and effective.
- Ability to write reports, business correspondence and/or procedure manuals.
- Ability to respond and function in high stress situations.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **Bachelor's Degree in Social Work or Criminal Justice or related field with two (2) year experience working within victim services, including personal experience of victimization preferred and two (2) year of supervisory experience; OR Associates Degree in Liberal Arts, four (4) years' experience working within victim services including personal experience of victimization preferred and two (2) years of supervisory experience; OR High School Diploma or GED with ten (10) years of experience working within a Victim Services field including personal experience of victimization preferred with Supervisory experience.**
- **40 Hour Sexual Assault Advocacy Training Certification (must obtain within 6 months of hire).**
- **Valid Driver's License and insurance for travel between sites and other business-related activities.**
- **Must be able to pass a 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.