



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Jacob McArthur
DISTRICT I Henry Fox **DISTRICT II** Alrick "Son" Accobee **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: Elder/Veteran Service Provider

Location: White Earth

Pay: \$21.44/hr

Benefits: Full

Open: 10-12-26

Close: 10-23-26

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the coordination and operation of the Elder/Veteran Services oversight on driveway repairs, driveway snow removal, lawn mowing and weatherization for the White Earth Reservation Business Committee. The position will also include oversight/supervision of the Elder Driveway Equipment Operator and Laborer

Position Summary:

Set up and maintain paper and electronic filing system for records, correspondence and other material.

- Provide intake of applicants to determine eligibility
- Develop a bank of eligible vendors to provide services, materials, and equipment
- Schedule vendors to perform assigned tasks and services to eligible applicants
- Perform bookkeeping work, including posting data and keeping other records.
- Sort and file correspondence, organizing and coordinating elder/veteran services, such as answering correspondence and writing reports.

Record information on the financial status of Elder/Veteran Services, status of payments to contractors in efforts to comply with Finance department and Tribal policies

- Prepare itemized statements, record amounts due to contractors/vendors services rendered.
- Keep records of invoices and support documents
- Coordinates with Program Manager the efficient use of program funds within the scope of work and ensures they are necessary to carry out job duties.

Reviews applications for Elder/Veteran services to ensure coordination of the application process with White Earth Reservation Business Committee and applicants

- Coordinates, maintains, updates applicant list/spreadsheet
- Verifies applicant's land status, Tribal enrollment, Veteran qualifications
- Contact applicants with changes or status of their application
- Coordinates needs of applicants to Service contractors
- Answers questions regarding the program application requirement process to potential applicants

Manages Elderly Snow Removal (Driveway/Roof), Lawn mowing and Weatherization program.

- Coordination of snow removal/Lawn mowing contractors/vendors, including verifying tribal enrollment, driver's license and insurance and place of residency
- Recruit hire and or rehire snow removal/lawn mowing contractors
- Develop maps and lists for contractors to locate client's residence/work sites.
- Coordination of applicants, applications verifying enrollment, age, and or disability within spreadsheet
- Verifies correct billing and payments due
- Manages snow removal contractors' operations instructs contractors to work when snow needs to be removed from client's property.
- Manages Lawn mowing contractors' operations instructing contractors to mow lawns of their assigned clients.
- Creates time sheet/work orders to plower/lawn mower which includes elder client's name, address and telephone number.

- Authorizes payment of snow/lawn contractors to the Program manager
- Customer service, fielding calls from clients and contractors 24/7 during weather events such as snowstorms and following rain events.

Administer clerical and personnel services to department staff to ensure compliance with Tribal policies

- Requests and Approves Purchase Orders/Check Requests in accordance with Tribal Policy
- Maintain oversight on Driveway repair/maintenance laborer position in accordance with Tribal Policy.

Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of computers, including computer hardware and software, applications and programming (Mapping/ Arc GIS).
- Knowledge of administrative and clerical procedures and systems, such as word processing, managing files and records, designing forms, and other office procedure terminology.
- Knowledge of principles and process for providing customer and personal services. This includes assessments of customer needs, meeting quality standards for service, and evaluation of customer satisfaction.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Reservation Business Committee
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of grants and procedures
- Skilled in the operation of office equipment, including copiers, and fax machines
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, Power-Point and Outlook).
- Skilled in mathematics to solve problems
- Skilled in using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Skilled in handling multiple tasks
- Ability to read and understand ideas and information presented in writing
- Ability to write reports and business correspondence
- Ability to calculate figures and amounts such as discounts, interest and commissions.

Qualifications:

- **2 Year associate's degree in business administration or equivalent combination of 4 years or more of Office Management or related field or equivalent combination of education and experience.**
- **Must have a valid MN Driver's License and proof of insurance for travel between sites.**
- **Must pass a criminal background check and drug screening.**

Mail Applications 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
Background Checks performed*

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-3641