



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

Position: Elderly Nutrition Program Manager

Location: White Earth

Pay: \$26.23/DOQ

Benefits: Full

Open: 07/21/25

Close: 07/25/25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for Providing overall management of the White Earth Elderly Nutrition Program in accordance with the White Earth Reservation, White Earth Council of Elders, and state and federal guidelines. Implements and supports the strategic plan of the Elderly Nutrition Program to provide healthy, culturally appropriate meals in a clean, welcoming environment.

Provides managerial duties at all Elderly Nutrition sites:

- Provides direct supervision and coordination of services at all ENP sites.
- Creates culturally appropriate menus that follow both USDA and RDA guidelines.
- Manages program budget and ensures the efficient use of program funds.
- Responsible for grant writing, workplan creation, budget development and compliance with assigned grant duties.
- Travel between ENP sites to assess sites for compliance with state and federal regulations, ensuring sites are meeting quality standards of service.
- Facilitates meetings and staff training to ensure staff compliance with federal, state, and tribal regulations.
- Creates, directs, and implements internal policies and procedures.
- Monitors employee performance identifying areas of strengths and weakness and provide constructive feedback and mentoring.
- Identifies and prioritizes the needs of each ENP site.
- Performs other duties as assigned.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply policies and procedures of the White Earth Tribal Council and Tribal Health Department.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles
- Organizational skills to manage multiple sites, staffing, and events, oftentimes simultaneously.
- Effective verbal and written communication skills. Ability to adapt communication style to suit different audiences.
- Action oriented. Able to follow up on feedback to ensure positive outcomes and changes as needed.
- Utilize critical thinking skills to identify potential problems and to make recommendations for change.
- Ability to build rapport and working relationships with clientele.
- Skilled in the operation of a personal computer, including related software such as Microsoft Word, Excel, PowerPoint, and Outlook
- ServSafe Food Protection Manager Certification (will provide training)

Qualifications:

- High School diploma, culinary school, and/or culinary training or 5 years of equivalent experience.
- 5 or more years of management experience, supervising large groups of employees.
- 5 or more years' experience in grant development and management.
- Customer service experience.
- Serv-Safe certified or ability to obtain within 6 months of employment.
- CPR Certified or willing to obtain upon hire.
- Cultural knowledge and experience with Native American communities/people.
- Valid Driver's License and insurance for travel between sites and other business-related destinations.
- Must 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.
