



# 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:** Eligibility Worker

**Location:** Mahnomen

**Pay:** \$21.44/hr.

**Benefits:** Full

**Open:** 04/06/26

**Close:** Until Filled

**Status:** Full

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be under general supervision of the Financial Services Manager; this position is responsible for management and oversight of daily operations of the Income Maintenance programs and Services for Financial Services Department.

- Processes and determines appropriate program policies to ensure that client's essential needs are met.
- Manages income maintenance program documentation in accordance to program guidelines.
- Manages eligibility processes to ensure the maximization of program service delivery.
- Ensure guidelines of program are adhered to with reimbursable expenditures.
- Reconciles claims with electronic payments made to the consumers.
- Creates and completes reports to comply with required agencies (internal and external).
- Ensures accurate and complete information is contained in reports.
- Responsible for accuracy on the income maintenance systems.
- 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 Financial Services department.
- The eligibility worker needs considerable time and training to become proficient in their position. The job is very complex, requiring formal training to handle a caseload. After training, a worker needs to be in this position for a minimum of twelve (12) months before becoming comfortable with the workload. Each is unique and has varying degrees of difficulty. Due to little or no repetition, it is more difficult to become proficient at maintaining a caseload. Ongoing training is essential to maintain skills.
- Knowledge of multiple complex computer systems.
- Knowledge of office procedures, practices, equipment and software programs.
- Knowledge of interviewing techniques and skills in conducting interviews.
- Ability to organize work, set priorities, makes decisions and work independently under stress.
- Ability to be objective/non-judgmental.
- Ability to accurately and rapidly process detailed information.
- Ability to establish and maintain accurate and systematic records.
- Ability to express ideas clearly and ability to comprehend and follow complex written and verbal instructions.
- Ability to effectively help other eligibility workers understand and navigate data systems.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

### Qualifications:

- High School Diploma and (5) years of experience in a Human Service field or Completion of the technical college Public Welfare Eligibility Worker Diploma and 3 years of experience as an Eligibility Worker, or BA/BS in Human Service-Related field and (1) year experience as an Eligibility Worker.
- 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](http://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.