



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

Job Announcement

Position: ENP Assistant Manager

Location: White Earth

Pay: \$23.64/hr

Benefits: Full

Open: 03-16-26

Close: 03-20-26

Status: Full time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for Assisting the Elderly Nutrition Program Manager with the everyday operation of the elderly nutrition sites in accordance with the White Earth Reservation, White Earth Council of Elders, and state and federal guidelines. Supports the strategic plan of the Elderly Nutrition Program to provide healthy, culturally appropriate meals in a clean, welcoming environment.

Position outcomes:

Provides managerial support at all Elderly Nutrition sites:

- Assist with the supervision and the coordination of ENP sites.
- Assist with grant writing and budget development.
- Assist with orientation and training of newly hired staff.
- Assures ENP sites are adequately staffed.
- Works alongside ENP staff to ensure food is adequately prepared, following culturally appropriate dietary recommendations.
- Assists with menu planning and preparation.
- Ensures food is served per schedule and assists with the serving of food and clean up of ENP sites.
- Clearly communicates job expectations and can provide constructive feedback and mentoring.
- Able to complete customer satisfaction surveys and evaluate outcomes.
- Ensures compliance with grant funding regulations and expectations.
- Able to be flexible with daily schedule which can include early morning or evening hours.
- 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 Reservation Tribal Council and the Tribal Health Department.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of working with elders.
- Able to collaborate and work cooperatively with other departments.
- Ability to build rapport and provide quality customer service.
- Organizational skills to manage time, multiple tasks, and assignments.
- Able to communicate effectively, both orally and in writing.
- Understanding of HIPAA (Health Insurance Portability and Accountability Act) and how it pertains to the ENP program.
- Utilize critical thinking skills to identify potential problems and to make recommendations for change.
- Ability to work cooperatively within a group.
- Skilled in the operation of a personal computer, including related software such as Microsoft Word, Excel, PowerPoint, and Outlook.

Qualifications:

- High School diploma/GED, culinary school or other culinary skills preferred.
- Previous management/supervisory experience.
- 3-5 years' experience in grant management preferred
- 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 related businesses.**
- **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
Background Checks performed*

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