



# 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 Job Announcement

**Position: Elderly Nutrition Program Site Controller**

**Open: 09-22-25**

**Location: Pine Point**

**Close: 09-26-25**

**Pay: \$19.45**

**Benefits: Full**

**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the planning, implementing coordination of services best for Elders with cultural awareness, and to provide direct services to elder population. Including coordinating various programming and activities as well as assistance in planning, preparing and serving nutritious meals to ensure needs of elders are met for their overall well-being.

### Position Outcomes:

- Under direct supervision, carry out elder programming to promote living well and independent living.
- Contribute to the site programming in planning and implementation with goals and objectives set.
- Responsible for managing and maintaining daily responsibilities of ENP programming requirements.
- Completes reports in accordance with requirements and timelines.
- Assist ENP Site Supervisor's with the food service oversight preparation, planning and serving nutritional meals to elders at the Tribal ENP program.
- Collaborate with other Tribal agencies and service providers for the best well-being of elders.
- Reports to Supervisor's work alongside to learn duties as necessary.
- Act as Site Supervisor when current Site Supervisor's is off site.
- At times may be asked to help assist in other venues if they are short-staffed.
- Continue to ensure the needs of elders & the program to ensure it runs smoothly
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills and Abilities Required:

- Organizational skills to manage time, multiple assignments and tasks.
- Speaking/Communication skills to effectively write and articulate to individuals and groups, sharing knowledge, offering advice and expertise on various programs objectives for Elder Wellness.
- Ability to work cooperatively with a group to make the environment successful and effective.
- Ability to use computers, and other technology effectively.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA). Government regulations and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and Health Department.
- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- At times may step in to deliver meals to clients' homes using personal vehicle.
- CPR/AED certification required (will provide training)
- First Aid certification required (will provide training)
- ServSafe Food Protection Manager Certification (will provide training)

### Qualifications Required:

- High School Diploma or GED
- Minimum of one (1) year experience with elders in a working capacity of elder services.
- CPR certification or ability to obtain upon hire.
- First Aid certification or ability to obtain upon hire.
- ServSafe Food Protection Manager Certification or ability to obtain upon hire.
- Valid MN Driver's License, transportation & Insurance for travel between sites and other business-related destinations.
- Completion of White Earth Reservation Safe Driving class within first six (6) months of hire.
- 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](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.*

