



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 Tribal Council Job Announcement

Position: Elderly Nutrition Program Site Supervisor

Location: Rice Lake

Pay: \$21.44

Benefits: Full

Open: 09-22-25

Close: 09-26-25

Status: Full time

The White Earth Reservation Business Committee is seeking a qualified candidate for support in responsible to Elderly Wellness Program to support basic needed services to Elders with Cultural awareness and provide direct services to elder population. Including establishing quality working relationships, responsible for planning, supervising, and coordinating programming and activities as well as the planning, preparing and serving nutritious meals to ensure needs of elders are met for the overall well-being.

Position Outcomes:

Administer the Elder Nutrition Program Site Assigned to ensure compliance with Federal, State & Tribal guidelines.

- Supervises the Elder Nutrition Staff to ensure elders receive appropriate services.
- Works collaboratively with supervisors and staff.
- Provides individual assistance to Elders and education opportunities when needed.
- Prepare and submit monthly bi-annual, & annual reporting.
- Plan, prepare and serve nutritional & culturally related meals.
- Responsible for the food service oversight at the ENP Site Assigned.
- Works collaboratively as individual site/community with elder activities and events to promote the overall well-being, including reservation wide socialization events and opportunities.
- Communicate with clients, in addition to internal and external sources to ensure site is represented in a professional manner.
- Accepts referrals from appropriate agencies
- Provide information and referrals for the individual for community outreach, education and program/service providers.
- Provide basic welfare intervention and protective services and crisis intervention services to elder population within community assigned.
- Provide prevention services to elders and families who at risk of protection issues to avoid any maltreatment.
- Attend any training as needed.

Assist with ENP Staff to motivate and maintain professionalism.

- Establish and communicate ServSafe and meal production expectations to site staff as required by tribal, state and federal regulations.
- Provide leadership in developing quality staff.
- Provide direct service to elder population
- Assist Elder Nutrition Program in the overall mission and the objectives within, when needed and supervise of staff so the program and the site is administered effectively and efficiently.
- Report to Supervisor as necessary.
- **Performs other duties and responsibilities as required or assigned.**

Knowledge, Skills and Abilities:

- 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 direction on Elder Wellness
- Knowledge of human behavior, motivational interviewing, behavioral counseling
- Knowledge of tribal and county health and social services programs.
- 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.
- CPR/AED certification required (will provide training)
- ServSafe Food Protection Manager Certification (will provide training)

Qualifications:

- High High School Diploma or GED.
- Minimum one (1) year experience working with elders.
- Minimum one (1) year experience with supervision of others.
- Minimum two (2) years' experience working with cooking and/or supervision of others.
- 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.
- Must pass criminal background check and drug screening.

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources
P.O. Box 418
White Earth, MN 56591

Download Applications at: www.whiteearth.com

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