



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: Human Services Assistant Director
Location: Naytahwaush, MN
Pay: \$35.83 or DOQ

Benefits: Full

Open: 03/20/26
Close: 04/03/26
Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for assisting the Divisional Director with oversight of the daily operations of the Human Service Division.

Position Outcomes:

Responsible for the direct supervision of the Consumer based service programs to ensure program objectives are met and scope of work completed.

- Assists in the development and implementation of departmental plans and goals, oversees daily operations, and ensures compliance with applicable local, state, federal, and tribal guidelines.
- Manages program objectives in accordance with divisional guidelines and overall objectives of the organization.
- Reviews program performance and effectiveness, formulates programs and/or policies to enhance program objectives or alleviate any deficiencies.

Supervises assigned staff to ensure internal policies and procedures are followed.

- Directs staff to ensure program objectives are met.
- Trains new and current staff on new procedures.
- Ensures performance reviews are completed in accordance with established policies and procedures.
- Handles grievances in a timely manner.

Manages the department budget in accordance with established policies and procedures to ensure the best use of program funds.

- Directs the efficient use of program funds within the scope of work and ensures they are necessary to carry out job duties.
- Controls spending to ensure guidelines of program are adhered to.
- Reviews financial statements, budgets, and activity reports to ensure that organization's objectives are achieved.
- Coordinates with Finance personnel to gather reports and statistics as needed.

Establish and initiate short and long-range goals and recommendations affecting assigned departments or programs to conform to organizational objectives.

- Directs, plans and implements policies and objectives of the organization as they relate to their particular department.
- Monitors and measures ongoing progress for establishing goals.

Creates and completes reports to comply with required agencies (internal and external).

- Gathers and compiles required statistics.
- Ensure accurate and complete information is contained in reports.
- Report on current or upcoming concerns affecting the department's well-being.

Communicate directly to the Human Service Director and external sources to ensure program and organization is represented in a professional manner.

- Maintains a good rapport with staff, organizational employees and external sources including local, state and federal representatives.

Works with Human Services Directors to build an enhanced service delivery system to promote services.

- Help with future program development and continuation of funding.
- Research possible funding for the division.
- Strategizes with the division on future aspect of services based upon need and funding availability.

- **Performs other duties and responsibilities as required or assigned.**

Knowledge, Skills and Abilities Required:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and the White Earth Human Service Division.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Ability to work cooperatively within Human Service, White Earth RTC, local, State and Federal meeting groups, committees and/or boards to make the work of the group successful and effective.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- Knowledge of economic and accounting principles and practices, and the analysis and reporting of financial data.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; and learning and motivation processes.
- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to apply general rules to specific problems to produce logical answers.
- Ability to combine pieces of information to form general rules or conclusions.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.

Qualifications Required:

- **Bachelor's degree in the Human Service field and two (2) years of experience in the Human Services field, or a combination of education and experience.**
- **Two (2) years of supervisory experience required.**
- **Two (2) years successful grant management experience.**
- **Valid Driver's License and insurance for travel between sites.**
- **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

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-4343