



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: Homeless Housing Case Manager

Location: Naytahwaush, MN.

Pay: \$22.51/hr.

Benefits: Full

Open: 10/8/25

Close: 10/22/25

Status: Full time

This position is responsible for providing case management services to clients receiving rental subsidies. Provides intake services, collecting data such as income verification, and other necessary information to complete applications. Provide housing referrals and program referrals. Delivery of direct services to clients. Enter data and reporting into HMIS system. Maintain client files as required. Attend meetings, and training as needed. Grant reporting necessary. Provides intake services to applicants. Provide appropriate screening for program services, diversion tool, assessments will be completed.

Position Outcomes:

- This position is responsible for providing case management services to homeless housing residents.
- Enters client information into HMIS and other data entry programs as needed.
- Listens to and responds to visitor and client concerns to maintain a high level of program satisfaction.
- Provides administrative and clerical support to promote office efficiency by relieving staff of administrative detail.
- Prepares written proposals, correspondence, and reports as directed to meet timeline requirements.
- Build positive rapport with landlords and/or property management companies.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of and ability to follow and apply policies and procedures of the White Earth Tribal Council and Human Services department.
- Willingness to learn the cultural normal and appropriate responses and behaviors and distinguish culturally atypical responses from responses which may be dissimilar responses that are appropriate for mainstream culture.
- Knowledge of principles, methods, and procedures of promoting behavioral change regarding individual and community health.
- Skilled in providing case management service, teachings, work on goals to individuals or small groups.
- Skilled in providing culturally appropriate services for the American Indian population.
- Ability to assess personal strengths and deficits and determine appropriateness and timing of referrals.
- Ability to provide direct services within the tribal, state, and federal healthcare rules and regulations.

Qualifications Required:

- Associates Degree in Human Services or related field; or High School diploma and two (2) years' experience in Human Services, Social Work, Criminal Justice or related field.
- Possess upon hire or willing to complete HMIS training.
- 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.

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