



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: Housing Navigator

Location: Naytahwaush, MN

Pay: \$23.64

Benefits: Full

Open: 11/4/25

Close: 1/18/25

Status: Full Time

This position is responsible for providing outreach services to homeless and housed clients. Provides intake services, collecting data such as income verification, social security information and other necessary information to complete a variety of applications. Provide housing referrals and departmental referrals. Attend meetings, and training as needed. Collect data for grant reporting

Position Outcomes:

- Providing outreach services to homeless and housed clients
- Provide intake services to applicants and appropriate screening for program services and referrals.
- Collects client information/verification to complete applications and other needed documentation for homeless housing programs/projects.
- Enters client information into HMIS and other data entry programs as needed.
- Coordinate with other programs to make appropriate referrals.
- Maintains data records for grant reporting.
- Assist clients in applying for public assistance benefits.
- Provide transportation necessary to maintain housing or attain housing,
- Listens and responds to visitor and client concerns to maintain a high level of program satisfaction.
- Refers visitors and clients to appropriate departments or functions for issue resolution.
- 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.
- Compose correspondence with minimal direction.
- Enter information into a database for staff and retrieves information as needed.
- Performs other duties and responsibilities as required or assigned.:

Knowledge, Skills and Abilities Required:

- The White Earth Reservation demographics, culture, history and lifestyles
- Knowledge of policies and procedures of the White Earth Tribal Council and the Human Services department.
- Knowledge of cultural beliefs about family, health, mental health, cultural values, patterns of family dysfunction, disease incidence and prevalence.
- Knowledge of the cultural normal and appropriate responses and behaviors and distinguish culturally atypical responses from responses which may be a dissimilar response that are appropriate for mainstream culture.
- Knowledge of client culture as shown by the ability to partner with the client, family members, and other natural supports throughout the course of treatment.
- Knowledge of principles, methods, and procedures of promoting behavioral change regarding individual and community health.
- Knowledge of Human behavior and performance, individual differences in ability, personality, and interests, learning and motivation, and the treatment of behavioral disorders
- Skilled in providing culturally appropriate services for the American Indian population.
- Skilled in providing clear and concise information to clients.
- Skilled in maintaining a calm and collected demeanor.

- Ability to effectively exchange information, perception, instruction, and preferences about the client's presenting problem or condition and related history.
- Ability to assess personal strengths and deficits and determine appropriateness and timing of referrals.
- Ability to adhere to and provide outreach services within the tribal, state, and federal healthcare rules and regulations

Qualifications Required:

- Associate's 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.
- Must have a valid driver's license and insurance to travel between sites.
- Must be able to pass a criminal background check and drug screening.
- Willing to attend training necessary to carry out job duties.

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