



# 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 Stabilization Program Manager

**Open:** 09/29/25

**Location:** Naytahwaush

**Close:** 10/13/25

**Pay:** \$32.52

**Benefits:** Full

**Status:** Full Time

This position is responsible for oversight of the daily operations of the Housing Stabilization Department. This includes the Homeless Program and the Supportive Housing Program.

### Position Outcomes:

- Responsible for the direct supervision of the Consumer based service programs to ensure program objectives are met and scope of work completed.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Manages departmental budgets in accordance with established policies and procedures to ensure the best use of program funds
- Established and initiates short- and long-range goals and recommendations affecting assigned departments or programs to conform to organizational objectives.
- Creates and completes reports to comply with required agencies (internal and external).
- Communicate directly to Human Service Director and external sources to ensure program and organization is represented in a professional manner.
- Works with Human Services Directors to build an enhanced service delivery system to promote services.
- Performs all other duties and responsibilities as directed or assigned

### Knowledge, Skills and Abilities Required:

- Knowledge of 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.
- 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 democratic political processes.
- 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 customers and services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to work cooperatively within Human Services, White Earth RTC, local, State and Federal meeting groups, committees and/or boards to make the work of the group successful and effective.
- Ability to communicate effectively, both orally and in writing.
- 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 ability to interact with internal and external Tribal Constituents with tact and diplomacy.

**Qualifications Required:**

- Bachelor's degree in the Human Services field and two years supervisory experience, or an Associate's Degree in a Human Service field with five years of experience including two years supervisory experience, or 8 years of experience in a Human Service Field with five years supervisory experience.
- Driver's License and insurance to drive between sites

**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.*