



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque
DISTRICT I Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Erickson

White Earth Reservation Business Committee JOB ANNOUNCEMENT

Position: HS Family Service Advocate

Location: Rice Lake

Pay: \$20.59/hr.

Benefits: Full

Open: 11-11-24

Close: 11-15-24

Status: Full Time

The White Earth Reservation Business Committee is seeking a qualified candidate to perform a variety of tasks in the Head Start classroom, with families, and bus driving, to help fulfill the goals of the Head Start programs.

- Drive Head Start bus in accordance with all applicable laws to transport Head Start children and families safely.
- Help the lead teacher in the classroom setting to maintain a quality learning environment.
- Work with families to develop family partnership agreements and goals.
- Complete paperwork and prepare information in accordance with department guidelines.

Knowledge, Skills and Abilities:

- Knowledge of principals and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Education Department.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions conclusions or approaches to problems.
- Ability to combine and analyze pieces of information to assist parents and children in learning and problem solving.
- Knowledge of administrative and clerical procedures such as word processing, managing files and records, and other office procedures and terminology.
- The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Knowledge of local laws and regulation regarding transportation of students.

Qualifications:

- High school diploma or GED and at a minimum, a credential or certification in social work, human services, family services, counseling, or a related field; or the ability to obtain the credential or certification within 12 months of hire.
- Experience working with children and families.
- Valid MN commercial driver's license (CDL) with a school bus and passenger endorsement, or the ability to obtain one within 45 days of hire and ability to obtain a CDL physical exam within 45 days of hire.
- Reliable vehicle and insurance for travel between sites and other business-related destinations.
- Must be able to pass a criminal background check and drug screening.

Send Applications to:

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

Download applications at:

www.whiteearth.com