



# 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: 04/07/25

Close: 04/21/25

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.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Manages the departmental budget in accordance to established policies and procedures to ensure the best use of program funds.
- Establishes 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 the 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 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 Services 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 human behavior and performance; individual differences in ability, personality, and interests; and learning and motivational processes.
- 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.
- Ability to communicate effectively, both orally and in writing.
- Ability to apply general rules to specific problems to produce logical answers.
- Ability to write reports, business correspondence and/or procedure manuals.
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

### 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](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*

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