



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 Director
Location: Naytahwaush
Pay: \$41.57/hr or DOQ

Benefits: Full

Open: 03/23/26
Close: Until Filled
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for the development, supervision, and administration of the Human Service Division to provide comprehensive services to the reservation community through child and adult safety, youth services and programming, assistance and guidance to self-sufficiency and basic financial/food and medical support of those in need. This position is also responsible for working with local, tribal, state, and federal agencies to ensure collaboration and cooperation at all levels.

Position Outcomes:

Establishes and initiates short and long-range goals and recommendations to build and enhance service delivery systems affecting White Earth constituents in coordination with Human Service objectives.

- Directs, plans, and implements policies and objectives of the division.
- Seeks avenues for future department or program development funding as well as continuation of funding.
- Strategies with the internal Human Service division, White Earth RTC divisions and external organizations on future aspects of services based upon need and funding availability.
- Monitors and measures ongoing progress for establishing goals.

Responsible for the direct supervision of the Human Service department managers to ensure program objectives are met and scope of work completed.

- Manages departments in accordance with divisional guidelines as overall objectives of the White Earth RTC.
- Reviews program performance and effectiveness, formulates programs and/or policies to enhance program objectives or alleviate any deficiencies.
- Complies with applicable Tribal, State, and Federal guidelines.

Supervises assigned staff to ensure internal policies and procedures are followed.

- Directs staff to ensure program objectives are met.
- Trains new and current department directors in new procedures.
- Ensures performance reviews are completed in accordance to established policies and procedures.
- Handles grievances in a timely manner.

Manages departmental budget in accordance to established policies and procedures to ensure the best use of program funds.

- Directs the efficient use of program funds within the scope of work and ensures they are necessary to perform job duties.
- Negotiates contracts and agreements with federal and state agencies and other organizations and prepares budget for funding and implementation of programs.
- Controls spending to ensure guidelines of program are adhered to.
- Reviews financial statements, budgets, and activity reports to ensure that organization's objectives are achieved.
- Coordinates with Finance personnel to gather reports and statistics as needed.

Creates and completes reports to comply with required agencies (internal and external).

- Gathers and compiles required statistics.
- Ensure accurate and complete information is contained in reports.
- Report current or upcoming concerns affecting the department's well-being to the White Earth Executive Director.

Communicate directly to the White Earth Executive Director, Tribal Council, and external sources to ensure program and organization is represented in a professional manner.

- Represents White Earth Human Service division on Tribal, local, State, and Federal levels.

- Maintains good rapport with staff, organizational employees and external sources including local, state, and federal representatives.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the 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.
- Ability to work cooperatively with 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.
- Knowledge of business and management principles involved in strategic planning, resource allocation, leadership techniques, and coordination of people and resources.
- Knowledge of State and Federal laws and statutes applying to the various Human Service departments and future programs and departments, Tribal, State and Federal legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- 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 personal and customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Ability to apply general rules to specific problems to produce logical answers.
- Ability to combine pieces of information to form general rules or conclusions.
- 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 the ability to interact with internal and external Tribal Constituents with tact and diplomacy.

Qualifications:

- **Bachelor's degree in human services or related field with two years of experience working in the Human Services field and four years of experience in a supervisory position.**
- **Valid Driver's License and insurance for travel between sites and other related business.**
- **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) 983-4646 | Fax (218) 983-4343