



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: ICW Adoptions Social Worker

Location: White Earth

Pay: 32.52 or DOQ

Benefits: Full

Open: 12/22/25

Close: 01/06/26

Status: Full Time

This position is responsible for executing and completing adoption placements, home studies, subsidies, and adoption finalizations

Position Outcomes:

- Complete adoption licensing, home studies, and training for adoptive parents.
- Manage adoption cases in Tribal Court for Tribal case management purposes.
- Perform a high level of communication skills with adoptive parents, adoptive children, service providers, and social workers to compile necessary information to complete case management and adoption tasks for the child
- Perform crisis response in situations related to child maltreatment; make decisions appropriate to the situation and within the context of the law while continuing to make emergency placements.
- Execute adoptive contracts on behalf of the Tribe to generate funding for the adoption program
- Execute Adoptions of Tribal children and for adoptive parents for the Tribe.

Knowledge, Skills & Abilities:

- Knowledge of Indian children rearing customs.
- Knowledge of Tribal, State and Federal laws pertaining to child welfare and adoption and ability to apply the laws in casework.
- Knowledge of principals of case management and ability to manage several adoption cases.
- Knowledge and ability to apply Federal IV-E rules to adoption cases.
- Skilled in preparing written documentation and reports for IV-E claims, adoption paperwork and court.
- Knowledge of record management and ability to compile complete client information.
- Ability to organize records, stay on task, and submit completed information withing State and Federal timelines.
- Ability to effectively and independently manage adoption cases.
- Ability to give full attention to what other people are saying, taking time to understand the pointe being made, and asking questions as appropriate.
- Ability to manage several individuals on caseload at same time.

Qualifications:

- Bachelor's Degree in Social Work, Psychology, Criminal Justice, Human Services, with two years' experience preferred in the Child Welfare field.
- Valid MN Driver's License and insurance to travel between sites and other business-related destinations.
- Must pass a background check and drug screening.

Send applications to:
White Earth Tribal Council
Attn: Personnel
P.O. Box 418
White Earth, MN 56591

: 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.
Background Checks performed