



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin DISTRICT III Cheryl "Annie" Jackson

Job Announcement

Position: ICW Assistant Director
Location: White Earth
Pay: \$35.83/Hr. or DOQ

Benefits: Full

Open: 09/02/25
Close: 09/16/25
Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for assisting the ICW Director in supervising staff, cases, and occasional administrative responsibilities within the program.

- Assist ICW Director in supervision of staff time and completion of time reports to ensure accurate time reporting
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Assist in supervision of client cases.
- Exercise ability to make case determination on placements or reunification, changed in placements, crisis response, and case plans.
- Be responsive to social workers who need direction, advise, and assist on immediate case issued
- Exercise control and clear reasoning in making crisis determinations regarding children.
- Oversee child welfare targeted case management billing to ensure timely submission of billing dockets and capturing of maximized revenue
- Execute administrative responsibilities within the program to assist the ICW Director.
- Exercise the authority, in the absence of the ICW Director, to make administrative decisions and handle administrative responsibilities.
- 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 Indian Child Welfare Department.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of Indian family dynamics and cultural dynamics.
- Knowledge of adoption and foster care licensing standards, and ability to make licensing decisions.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivations.
- Knowledge of conflict resolution and ability to resolve conflicts.
- Knowledge of what constitutes maltreatment reports and ability to determine what warrants assessments, and what follow up should be done
- Skilled in overseeing staff and ability to effectively manage staff.
- Knowledgeable in child welfare targeted case management and able to manage output of billable claims.
- Skilled and able to make judgments and decisions on the relative costs and benefits of potential case decisions.
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.
- Ability to be in good standing in the Indian Community.

Qualifications:

- **Bachelor's Degree in Human Services related field and two years' experience working within the Child Welfare/Child Protection/Adoption/or Foster Care field.**
- **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.