



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 Case Aide
Location: White Earth
Pay: \$20.42/hr.

Benefits: Full

Open: 05/18/26
Close: Until Filled
Status: Full time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for assisting all social workers and staff to complete case management duties, office duties, transportation, and supervision of visitation.

Position Outcomes:

- Assist Social Workers with case management duties.
- Interview Clients and families individually and in their homes to complete kinship searches.
- Assist with transportation and supervised visitation.
- Monitors the safety of children and records parenting levels during supervised visits.
- Create and complete records and reports to comply with required agencies, both internal and external.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills, and Abilities:

- Knowledge of and the ability to follow and apply the policies and procedures of the White Earth Tribal Council and the Indian Child Welfare department.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; and the ability to work effectively with all different styles of clients.
- Knowledge of laws, Tribal codes, and ability to work within those laws.
- Knowledge of agency policies, agency rules, procedures; and ability to work effectively within those mandates.
- Skilled in confidentiality and ability to maintain confidential records relating to clients' treatment.
- Skilled and able to obtain required services or to resolve emergency problems in crisis situations.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office, (Word, Excel, PowerPoint, Outlook).
- Ability to prepare and maintain all required documentation and reports.

Qualifications:

- High School Diploma or GED; and one (1) year experience in human services field.
- Valid Driver's License and insurance for travel between sites and other related businesses.
- Must be able to pass a 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.