



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque

DISTRICT I Henry Fox. DISTRICT II Eugene Sommes DISTRICT III Cheryl "Annie" Jackson

Job Announcement

Position: ICW Foster Care Licensing Worker

Location: White Earth

Pay: \$23.64/hr.

Open: 09/29/25

Close: 10/13/25

Status: Full Time

Benefits: Full

The White Earth Reservation Business Committee is currently seeking a candidate to be responsible for the licensing and monitoring of Native American foster homes on or near the White Earth reservation including emergency and standard licensing; monthly foster home visits; maintenance of records of foster homes and foster children; conducting monthly foster parent trainings' assisting in facility investigations and assessments and retention of foster homes in accordance with Tribal and Federal standards

Position Outcomes:

- Compile documentation, records, placement records on foster homes and children to maintain a foster care database for the Tribe.
- Ensure that all records on individual foster homes are kept in separate, confidential files.
- License Native American foster homes that are safe for the children's placement.
- Exhibit training, monitoring efforts, retention efforts for licensed foster homes and ensure compliance with rules and policies and to be safe for children.
- Apply foster care criminal background and child protection history standards to applicants on a fair and consistent basis and carry out drug testing on all adults in the foster home.
- Ensure program compliance with Tribal, State, and Federal standards for license foster homes.
- Conduct investigation of all maltreatment reports in foster homes to ensure safety of children.
- Ability to work with other county and tribal agencies and law enforcement on assessments.

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 the White Earth reservation demographics, culture, history, and lifestyles.
- Knowledge of licensing standards, and ability to apply licensing standards to individual applicants to make recommendations for licensure.
- Knowledge of and ability to complete difficulty of care assessments on children; including skills in advocating for DOC points and gathering information to support assessments.
- Knowledge of licensing violations and ability to forensically investigate violations.
- Knowledge of fair hearing process and ability to effectively represent foster parents in hearings.
- Skills and ability to enforce foster care licensing standards rules for foster parents.
- Skilled in public speaking and ability to present education/training to foster parents in groups of 10-75.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).

Qualifications:

- Associate degree in Human Services or related field; OR a minimum of five years of experience in human services field.
- Valid MN driver's license and insurance for travel between sites and other business-related destinations.
- Must pass a criminal background check and drug screening.

Send applications to:

White Earth Reservation Business Committee

Attn: 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.

Background Checks performed