



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: Parenting Time Child Welfare Coordinator

Location: White Earth

Pay: \$26.23 or DOQ

Benefits: Full

Open: 05/19/26

Close: Until Filled

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified applicant who will be responsible for administering the supervised visitation program. This includes facilitating scheduled supervised visits, oversight of the locations, staff, and ensuring procedures are followed. The Supervised Visitation Supervisor provides oversight for scheduled supervised visits for parents, relatives and child(ren). This position requires flexible in-person hours, remote availability, sound decision-making skills, and the ability to uphold and maintain the program's expectations and requirements. The goal of the Supervised Visitation Center is to serve children and their families by providing a safe, secure environment to support children and families in maintaining healthy connections during times of separation. The population to be served are families involved with Indian Child Welfare. This position will use a strengths-based solution-focused, trauma informed approach with all children and families served by the program.

Position Outcomes:

- Provide program leadership.
- Ensure policies and procedures are updated and followed
- Develop partnerships with ICW, family preservation, foster care, courts, GALs
- Supervise and train parenting staff
- Support staff, provide clinical supervision to staff, debrief with staff, provide guidance and direction
- Oversee documentation and reports
- Provide safe structured visitation for children when parents are separated from them
- Supervise family interactions and time spent together
- Provide materials and support as necessary to ensure productive and constructive interactions between adults and children. Prepare visitation room with toys/activities ahead of scheduled supervised visits

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.
- Knowledgeable in parenting curriculum and ability to implement it in practice
- Knowledgeable in billing, budgets, finances, and sustainability
- Knowledgeable in mandated reporting laws
- Knowledgeable in trauma informed practice
- Skilled in written documentation and computer skills including all Microsoft Office programs
- Skilled in de-escalation techniques; transition techniques; and stabilizing situations.
- Skilled in verbal and written communication. Able to communicate effectively with colleagues, partners, and all levels of management.
- Skilled in supervision of staff, clinical supervision and debriefing techniques
- Skilled in vicarious trauma and compassion fatigue recognition and response
- Skilled in maintaining wellness in the workplace
- Skilled in IV-E child welfare training, education and reimbursements, credentialing of staff
- Skilled in record maintenance
- Able to work independently with flexible hours that may include evenings, weekends and holidays.
- Able to be flexible, dependable, understanding, patient and understanding.

- Able to handle emergency situations.
- Able to manage multiple staff schedules, visitation schedules, flex time

Qualifications:

- A bachelor's degree is required in Education or related field, Social Work, Psychology or Criminal Justice.
- Minimum of two year's experience working with children and/or families.
- Must complete all required ongoing higher education and/or certification at the agency's expense and time.
- Must have or able to obtain parenting education certification within 6 months of employment.
- Must obtain CPR and First Aid certification within 6 months of employment.

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.