



# 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:** ICWA/MIFPA Technician

**Location:** White Earth

**Pay:** \$22.51

**Benefits:** Full

**Open:** 12/15/25

**Close:** 12/29/25

**Status:** Full Time

This position is responsible for coordinating intakes and notices for the ICWA program. Duties include receiving, reviewing, and responding to ICWA and MIFPA related notices from external child welfare programs; coordinating membership eligibility checks; coordinating timely response decisions with program manager; producing and sending timely responses; providing immediate direction to external entities in compliance with ICWA, MIFPA and White Earth practice models until the case is assigned to a case manager; and coordinating internal compliance and quality assurance measures.

### Position Outcomes:

- Receive ICWA and MIFPA Notices from external child welfare programs and conduct timely membership eligibility checks
- Coordinate internal decision making
- Produce and send timely response as well as immediate direction to external entities in compliance with ICWA, MIFPA and White Earth practice models until the case is assigned to a case manager, emphasizing:
- Coordinate internal compliance and quality assurance measures
- Creates and completes reports to the ICWA Director
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner
- Performs other duties as assigned, temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary

### Knowledge, Skills, and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Business Committee
- Knowledge of and ability to follow and apply the policies and procedures of the White Earth ICW Department
- Knowledge of and ability to follow and apply the White Earth Indian Child Welfare Practice Model
- Knowledge and skill to apply ICWA, MIFPA, and White Earth Practice Model
- Knowledge of laws, legal codes, court procedures, precedents, executive orders, and/or agency rules in performance of eligibility and short-term recommendations to external entities
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyle
- Skilled in confidentiality and ability to maintain confidential records relating to clients/members
- Skilled in administrative and clerical procedures, and maintaining and updating both paper and electronic files, databases, ensuring that files are complete and accurate
- Skilled in the operation of personal computers, including related software such as Microsoft Office and copiers with fax.
- Ability to provide strong customer service skills.
- Ability to deal with issues involving multiple variables in fluid situations.
- Ability to create professional reports to manager
- Ability to work independently and be self-driven
- Ability to communicate professionally and effectively both orally and written (reports, business correspondence), with strong presentational skills

**Qualifications:**

- High School Diploma/GED required; AA degree in human services or related degree preferred
- Minimum of (2) two years' work experience in related field
- Valid MN Driver's License and insurance for travel between sites and other business related destinations.
- Must pass criminal background 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](http://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.*

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