



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Michael LaRoque
DISTRICT I Henry Fox. DISTRICT II Eugene Sommers DISTRICT III Cheryl "Annie" Jackson

Job Announcement

Position: ICWA/MIFPA Technician

Location: White Earth

Pay: \$20.42

Benefits: Full

Open: 10/20/5

Close: 11/03/25

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for receiving, reviewing, and responding to ICWA/MIFPA related communication and compliance.

- ICWA/MIFPA Compliance.
- Process information in accordance with Policy and Procedures.
- Enters data into computer systems and databases.
- Creates or prepares correspondence to clients/constituents.
- Completes forms to verify status and tribal affiliation.
- Updates and maintains White Earth Reservation enrollment data, ensuring the integrity of the overall enrollment records of the White Earth Reservation.
- Ensures client files contain appropriate documentation in accordance with regulations.
- Creates and completes reports, manage filing system to ensure compliance with Federal and Tribal regulations and rules both internal and external.
- Implements policies and objectives of the organization as they relate to their department and overall objectives of the organization.
- Communicates with internal and external sources to ensure program and organization is represented in a professional manner.
- 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 Business Committee, as well as other Tribal, Federal, and applicable State agencies and the Indian Child Welfare department.
- Knowledge of ICWA/MIFPA state and federal law.
- Knowledge of laws, legal codes, court procedures and precedents, governmental regulations, executive orders, agency rules and democratic political process.
- Knowledge of principles and processes for providing customer and personal services. Strong customer service ethic and interpersonal skills necessary to interact positively with a diverse range of agencies, organizations, and individuals.
- Knowledge of performing research, including internet-based research and genealogy.
- 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 Tribal Enrollment files, databases, ensuring that files are complete and accurate.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **High school diploma/GED required; AA degree in related subject or equivalent education and experience highly preferred or with three years of clerical experience.**
- **Minimum of two years' work experience requiring high confidentiality.**
- **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.