White Earth Reservation Business Committee
JOB ANNOUNCEMENT

Position: LTSS Coordinator **Open: 09-07-26**
Location: White Earth **Close: 09-11-26**
Pay: $35.83/DOQ **Benefits: Full** **Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing day-to-day coordination and oversight of Long Term Supports & Services, including staff supervision, program operations, quality assurance, regulatory compliance, training, and service coordination. The coordinator works under the direction of the Tribal Health Director to support safe, effective, culturally responsive, and person-centered long-term care services. The position supports compliance with applicable Tribal, State, and Federal requirements and collaborates with internal departments, community partners, providers, and funding agencies to address the long-term care needs of eligible individuals and families.

Position Outcomes:

Assess the health and welfare needs of the Long-Term Care recipient population.

- Analyze and communicate data on outcomes of the Long-Term Care population.
- Facilitates meetings and trainings for the Long Term Care staff to ensure competency, compliance with Federal, State, and Tribal regulations regarding Long Term Care and Medicare requirements.
- Analyze data to identify community characteristics and the quality/capacity of existing programs/services and gaps in services for the target population.

Assist Tribal Health Director with direct supervision of Long Term Supports & Services (LTSS) staff to ensure internal policies and procedures are followed, and program goals are achieved.

- Provide orientation training for new LTSS staff.
- Provide direct on-site supervision of LTSS staff in homes and the community to ensure compliance with health and safety requirements and delivery of high-quality services.
- Supervise and evaluate LTSS staff's ability to provide safe, effective, and efficient services, including annual evaluations.
- Facilitate LTSS staff meetings to review current topics, policies, and procedures.
- Ensure LTSS staff follow Tribal and agency policies and procedures.
- Provide or organize training for staff to support quality service delivery.
- Develop and maintain a training/education database to document required staff training.
- Assist with Quality Assurance reporting and research.
- Provide constructive feedback to staff and report staff concerns to the Tribal Health Director for further guidance and direction.
- Report program status to the Tribal Health Director to ensure adequate staffing levels, safe client care, and achievement of program objectives.
- Provide and evaluate LTSS services.

Reviews program budget with supervisor in accordance with established policies and procedures to ensure the best of program funds.

- Ensures the efficient use of program funds within the scope of work and ensures that they are necessary to carry out job duties.
- Monitor and approves spending to ensure adherence to program guidelines.

- Reviews financial statements, budget, and activity reports with supervisor to ensure that the program's objectives are achieved.
- Coordinates with the Finance department to gather reports and statistics as needed.

Communicates and collaborates with internal and external sources to ensure that their program is represented appropriately and to provide quality assurance of delivered services.

- Serves as program mentor for State required software programs such as SSIS, MMIS, and MN Choices, etc.
- Maintains good rapport with internal and external staff and programs.
- Shares resources and information to improve collaborative efforts.
- Communication with staff and other providers as needed to ensure services provided are meeting identified needs.

Perform other duties and responsibilities as assigned.

Knowledge, Skills and abilities:

- Knowledge of and ability to follow and apply White Earth Tribal Council and Tribal Health policies and procedures.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.
- Knowledge of local, state, federal regulations/legislation.
- Knowledge and ability to follow Universal Precautions.
- Knowledge and ability to adhere to HIPAA regulations.
- Knowledge and skill in using systemic approach to care that includes assessment, diagnosis, planning, intervention, consultation, and referral.
- Knowledge and ability to administrate Home and Community Based Services (HCBS) for State Medicaid programs.
- Knowledge of Community Access for Disability Inclusion (CADI), Community Alternative Care (CAC), Elderly Waiver (EW), and Brain Injury (BI)
- Ability to work with Federal and State programming to maintain Tribal ability to administer services.
- Ability to work independently performing a wide range of complex and confidential administrative and clerical duties support programming.
- Ability to supervise, coach, train, and support staff while maintaining appropriate supervisory boundaries and escalating matters requiring higher-level approval.
- Ability to analyze program data, identify trends and service gaps, communicate findings, and recommend improvements.

Qualifications:

- CPR Certification or willing to obtain upon hire.
- Bachelor's degree in health-related field and or 5 years Home Health and/or Long-Term Care program experience.
- Minimum of 5 years' supervisory experience in Long Term Care field.
- Consistent and regular attendance is an essential function of this position.
- Valid Driver's License for driving between sites and other business-related destinations.
- Must pass Background, & drug screen upon hire and throughout employment according to the White Earth HR policy.

Send Applications to: White Earth Reservation Business Committee
ATTN: Human Resource
P.O. Box 418
White Earth, MN. 56591

Download Applications at: www.whiteearth.com

EEO with Native American Preference

A Drug Free Workplace- Tests for alcohol and illegal drug use may be required prior to and during employment Background Checks performed