



# WHITE EARTH RESERVATION

**CHAIRMAN** Michael Fairbanks **SECRETARY-TREASURER** Michael LaRoque  
**DISTRICT I** Henry Fox **DISTRICT II** Eugene Sommers **DISTRICT III** Laura Lee Erickson

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## White Earth Reservation Business Committee Job Announcement

**Position: Registered Dietitian I, II, III**

**Location: White Earth**

**Pay: RD I – 26.23/DOQ**

**RD II – 28.90/DOQ**

**RD III – 32.52/DOQ**

**Open: 12-29-25**

**Close: 01-09-26**

**Benefits: Full**

**Status: Full Time**

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for planning and delivering nutrition education to patients and the community. Responsible for nutritional programming and education to reduce disease and promote wellness. Work in collaboration with White Earth Indian Health Service Unit to provide nutritional education and counseling to patients receiving care at their health care facility.

- Dietician I- is the entry level position in which performs work under direct supervision. Handles basic issues and problems and refers more complex issues to higher-level staff. Possesses beginning to working knowledge of subject matter.
- Dietician II- is a Registered Dietician which performs work under general supervision. Handles moderately complex issues and problems and refers more complex issues to higher-level staff. Possesses solid working knowledge of subject matter. May provide leadership, coaching, and/or mentoring to subordinate groups.
- Dietician III-is a Registered Dietician which performs work under minimal supervision. Handles complex issues and problems and refers only the most complex issues to higher-level staff. Possesses comprehensive knowledge of subject matter. Provides leadership, coaching, and/or mentoring to a subordinate group. May act as a lead or first-level supervisor.

### Position Outcomes:

- Administer the Programs to ensure compliance with Federal & State guidelines.
- Prepare and submit annual grant application.
- Develop and execute bi-annual Nutrition Education Plan.
- Maintain a workable annual budget according to state funds/report to supervisor regarding additional needs.
- Secure appropriate community clinic sites for programming needs.
- Collaborate with other health agencies and service providers.
- Attend required meetings with state, federal, county, and local agencies to coordinate program delivery.
- Develops nutritional care plans, implantation, and education of individuals and groups in relation to Complex Medical Conditions.
- Implements nutrition curriculum instruction to area students.
- Maintain nutrition knowledge base through continuing education to ensure application or current research information and methods to nutrition practice.
- Organizes and instructs weight management classes.
- Provides required documentation to meet project goals.
- Prepares, organizes and complies data to meet grant requirements.
- Provide charting for dialysis patients medical charts as required for the patient's medical plan and to meet billing guidelines and standards.
- Provides in-service training to area food service and health staff.
- Performs other duties and responsibilities as required or assigned.

### Knowledge, Skills, and Abilities:

- Organizational skills to manage time, multiple assignments and tasks.
- Speaking/Communication skills to effectively write and articulate to individuals and groups, sharing knowledge, offering advice and expertise on nutrition, as well as listening to client's nutritional concerns and responding appropriately.
- Knowledge of human behavior, motivational interviewing, behavioral counseling.
- Knowledge of tribal and county health and social services programs.
- Skill in implementing nutritional educational materials for teaching nutrition education to clients.
- Ability to work cooperatively with a group to make the work successful and effective.
- Ability to use computers, and other technology effectively.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA). Government regulations and the ability to follow

and apply the policies and procedures of the White Earth Tribal Council and Health Department.

- Knowledge of the demographics, culture, customs and geography of the White Earth Reservation.
- CPR/AED certification required (will provide training)
- Knowledge of principles of nutrition, metabolic disorders, and understanding the role of diet and exercise in diabetes prevention and management.
- Knowledge of proper food storage/handling techniques.

**Qualifications:**

- **Registered Dietician (RDN) or exam-eligible und current CDR graduate-degree requirements (completion of an ACEND-accredited program and supervised practice)**
- **One year of minimum professional work experience in WIC, dialysis, community, or clinic setting preferred**
  - **Dietitian I**
    - **bachelor's degree, dietitian registration, and 0 to 2 years of experience.**
  - **Dietitian II**
    - **bachelor's degree, dietitian registration, and 2 to 4 years of experience.**
  - **Dietitian III**
    - **bachelor's degree, dietitian registration, and 4 to 6 years of experience.**
- **Competent Professional Authority (CPA) preferred.**
- **CPR Certification or willing to obtain upon hire.**
- **Valid Driver's License & Insurance for travel between sites and other business-related destinations.**
- **Must pass criminal background check and drug screening.**
- **Preferred supervisory experience.**
- **Preferred budgeting and grant experience.**

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](http://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.

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P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | [whiteearth.com](http://whiteearth.com)