



WHITE EARTH RESERVATION

CHAIRMAN Michael Fairbanks SECRETARY-TREASURER Leonard Alan Roy
DISTRICT I Raymond Auginaush, Sr. DISTRICT II Kathy Goodwin DISTRICT III Cheryl "Annie" Jackson

Job Announcement

Position: Shelter Advocate (Shift 4:00 p.m. to 12:30 a.m.)

Location: White Earth

Pay: \$20.42/hr.

Benefits: Full

Open: 04/06/26

Close: Until Filled

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who will be responsible for providing shelter based direct services and case management to women and their children residing within the shelter who have been victims of violence.

Position Outcomes:

- Provide direct services to victims of domestic/sexual violence to assure victim safety and well-being.
- Establish and maintain quality working relationships with other service providers to ensure service delivery.
- Create and maintain program information to ensure compliance with DOVE reporting requirements.
- Communicate directly with the DOVE Shelter Coordinator 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 Reservation Tribal Council, Human Services Division and the DOVE program.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of and experience with crisis intervention and domestic violence advocacy theory, programs and services.
- Knowledge and ability to interpret cycle of abuse, power and control issues, domestic violence and victim's rights.
- Ability to work a flexible on-call schedule for the crisis line.
- Ability to communicate effectively, both orally and in writing with victims, staff, system providers and others in the community
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skilled in Tribal member's service delivery and the ability to interact with internal and external Tribal entities with tact and diplomacy.

Qualifications:

- **High School Diploma or GED and two (2) years' experience providing services to victims of violence.**
- **40 Hour Sexual Assault Advocacy Training certification (must obtain within 6 months of hire).**
- **Driver's License and insurance to travel between sites.**
- **Must pass a criminal history background check and drug screening.**

Mail Applications to: White Earth Reservation Business Committee
Attention: Human Resources
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
Background Checks performed*