



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: Shelter Coordinator
Location: Mahnomen
Pay: \$26.23/hr.

Benefits: Full

Open: 11/12/24
Close: 11/26/24
Status: Full Time

This position is committed to ending homeless for all the people of the White Earth Reservation and is responsible for supervision and implementation of an array of integrated services and supports to the homeless population in a shelter setting.

Position Outcomes:

- Directs and oversees all aspects to ensure objectives are met and scope of work completed.
- Supervises assigned staff to ensure internal policies and procedures are followed.
- Manages departmental budget in accordance with established policies and procedures to ensure the best use of program funds and reports this information to the Housing Stabilization Manager.
- Provides a variety of supportive services to homeless families and individuals to help them secure permanent housing.

Knowledge, Skills and Abilities:

- Knowledge of and ability to follow and apply the policies and procedures of the White Earth Tribal Council and Human Services Department.
- Knowledge of demographics, culture, customs, lifestyles and geography of the White Earth Reservation.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPAA), government regulations, federal privacy act and agency rules.
- Knowledge of human behavior and performance; individual differences in abilities, personality, and interests; learning and motivation; and the assessment and treatment of behavioral and affective disorders.
- Skilled in using logic and reasoning and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems, considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Skilled in monitoring/assessing performance of yourself, other individuals, or organizations to make improvements or take corrective actions.
- Skilled in actively looking for ways to help people.
- Skilled in understanding the implications of new information for both current and future problem-solving and decision making.
- Ability to apply rules and combine information to reach an appropriate conclusion to people and programs.
- Ability to tell when something is wrong or is likely to go wrong and reaching conclusions to solve problems

Qualifications:

- Bachelor's Degree in a Human Services field, or four (4) years' experience in Human Services field. Three (3) years additional experience working in a homeless shelter preferred.
- Minimum of 2 years supervisor experience.
- Experience in managing a crisis call center and responding to crisis call preferred.
- Experience in grant management and budgets.
- Valid Driver's License and insurance for travel between sites and other business-related activities.
- Must be able to pass a DHS 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.