



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 Resident Advocate

Location: Mahnomen

Pay: \$20.42 Per hr.

Benefits: Full

Open: 09/29/25

Close: 10/13/25

Status: Full Time

The White Earth Reservation Tribal Council is currently seeking a qualified candidate who will be responsible for assisting with the operations of the homeless shelter program. The position consists of overseeing client safety, cleaning, and assisting with meal preparation, requires the ability to handle emergency crisis situations that may occur in the shelter and provides a broad range of services, support, advocacy, and mentorship to persons and/or families staying at the shelter. Also responsible for maintaining a safe environment in alignment with the Human Services Division's homeless program guidelines. This position requires work on evenings, weekends, and holidays.

Position Outcomes:

- Provide supervision and care of clients to ensure safety, well-being, positive outcomes for personal growth.
- Conduct client intake and orientation.
- Maintain strict confidentiality of all residents in accordance with confidentiality laws.
- Instruct and enforce the programs rules and behavioral expectations.
- Perform de-escalation techniques and skills and document accordingly.
- Perform crisis assessment, intervention, and management.
- Perform emergency procedures and administer first aid accordingly. Alert medical professional intervention as necessary.
- Oversee resident's self-administration of medications.
- Conduct intake/entry and exit/discharge of clients.
- 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 Tribal Council.
- Knowledge of the demographics, culture, customs, and geography of the Native American Ojibwe culture.
- Knowledge of principles and processes for providing resident services to ensure quality programming,
- Knowledge/understanding of substance use disorder, trauma informed care and mental health symptoms.
- Knowledge of federal laws including Health Insurance Portability Accountability Act (HIPPA), government regulations, federal privacy act and agency rules.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook).
- Skills in crisis recognition, prevention, and intervention.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to recognize, and solve problems in a logical manner, to ensure the safety and wellbeing of residents.

Qualifications:

- Must be over age 18 and have a High School Diploma or GED. Experience in a residential setting preferred.
- Must be First Aid/CPR certified or able to get within three (3) months of employment. Must complete Safe Serve training in the first (3) months.
- Must pass a DHS background check and pass drug screen at hire and throughout employment according to White Earth HR policy.

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

P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-3285 | Fax (218) 983-4343