



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: Supportive Housing Case Manager

Location: Ogema, MN

Pay: \$21.44 Hr.

Benefits: Full

Open: 10/07/25

Close: 10/21/25

Status: Full Time

This position is responsible for providing case management services to permanent supportive housing residents. Provides intake services, collecting data such as income verification, social security information and other necessary information to complete housing applications. Maintains housing waiting lists for permanent supportive housing sites. Provide housing referrals and departmental referrals, delivery of direct services to applicants to maintain permanent supportive housing. Additionally, this position is responsible for providing adult rehabilitative services to enable the client to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, independent living, parenting and community skills, when these skills are impaired by symptoms of mental illness.

Position Outcomes:

- Responsible for providing case management services to permanent supportive housing residents.
- Provide intake services to applicants.
- Enters client information into HMIS and other data entry programs as needed.
- Listens and responds to visitors and client concerns to maintain a high level of program satisfaction.
- Provides administrative and clerical support to promote office efficiency by relieving staff of administrative detail.
- Prepares written proposals, correspondence, and reports as directed to meet timeline requirements.
- Enter information into database for staff and retrieves the information as needed.
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities Required:

- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles and the ability to follow and apply policies and procedures of the White Earth Tribal Council and the Human Services department.
- Knowledge of or willing to learn what the clients cultural beliefs about family, health, mental health, cultural values, patterns of family dysfunction, disease incidence and prevalence.
- Skilled in or willingness to develop skills in providing culturally appropriate services for the American Indian population.
- Teaching rehabilitation intervention to individual or small groups.
- Ability to provide necessary self-care.
- Ability to adhere to and provide direct services within the tribal, state, and federal healthcare rules and regulations.

Qualifications Required:

- **Associates Degree in Human Services or related field; or High School diploma and two (2) years' experience in Human Services, Social Work, Criminal Justice or related field.**
- **Must have a valid driver's license and insurance to travel between sites.**
- **Must be able to pass a criminal background check and drug screening.**
- **Must possess upon hire or be willing to obtain HMIS Training.**

Mail Applications to:

White Earth Reservation Business Committee
Attention: Human Resources I
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

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