



# 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:** Vocational Rehab Counselor

**Location:** Naytahwaush

**Pay:** \$26.23/hr.

**Benefits:** Full

**Open:** 06/11/26

**Close:** 06/25/26

**Status:** Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for assisting individuals with disabilities in maintaining or obtaining gainful employment for self-sufficiency through intense case management

### Position Outcomes:

- Counsel clients to implement rehabilitation plans that include behavioral, residential, social, and educational and/or employment goals that fit clients' aptitudes, education levels, physical abilities, and career goals.
- Analyze information from diagnostic evaluations in order to assess clients' abilities, needs and eligibility for services
- Create a rehabilitation plan suited to the client's individual needs and strengths to enter into, maintain, and engage in gainful employment.
- Direct case management on an individual basis, monitoring and recommending expenditures to achieve an employment outcome.
- Collaborate with other agencies and individuals to develop the most proficient Individual Plan for Employment to promote self-sufficient employment for the consumer.
- Maintains close contact with the local schools' Special Education Departments in order to appraise the needs of high school students facing transition.
- Establish and maintain rapport with the reservation's community members in the outreach offices. This may require travel to remote locations.
- Maintain good rapport with the Tribal, County, State and Federal entities.
- Communicate directly to Vocational Rehabilitation Manager to ensure program and organization are represented in a professional manner.
- Maintain good rapport with staff, White Earth employees and external sources.
- Comply with applicable Tribal, State and Federal guidelines.
- Direct staff to ensure program objectives are being met Assists vocational rehabilitation staff with the integration of employee trainings, record case notes and responds to consumer requests.
- 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 and the White Earth Human Services.
- Knowledge of the White Earth Reservation demographics, culture, history and lifestyles.
- Knowledge of tribal laws, legal codes, court procedures, government regulations, executive orders, agency rules and the Americans with Disabilities Act. (ADA)
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning
- Ability to understand medical and other disability terminology.
- Ability to communicate effectively, both orally and in writing.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Skilled in Tribal Constituent service and the ability to interact with internal and external Tribal Constituents with tact and diplomacy.

**Qualifications:**

- Bachelors Degree in Human Services field and two (2) years' experience or an Associate's Degree in Human Services field and five (5) years' experience
- Valid MN driver's license and insurance for travel between sites and other business-related destinations
- Must pass criminal 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](http://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.*

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P.O. Box 418 | White Earth, Minnesota 56591 | Tel. (218) 983-4646 | Fax (218) 983-4343