



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: Vocational Rehab Technician

Location: Naytahwaush

Pay: \$18.52/hr.

Benefits: Full

Open: 05/26/26

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for providing support to the Vocational Rehabilitation counselors to maximize the employability of clients through coordinating activities for both counselors and clients' by assisting with administrative duties of program.

- Greets all visitors and clients in a welcoming manner and answers all incoming calls while providing efficient services and accurate information to present a professional image of the White Earth RBC.
- Assist Vocational Rehabilitation department with daily duties and operations.
- Utilizes database, sends out necessary paperwork in compliance with federal program regulations.
- Assists vocational rehabilitation staff with the integration of employee trainings, record case notes and responds to consumer requests.
- Assist counselors working with transition students.
- Knowledge and ability to perform expenditures in paramount.
- Processes all incoming and outgoing mail.
- Plan travel arrangements for staff.
- Maintains close contact with the local school's Special Education Departments in order to meet the needs of the transitional students facing transition.
- Establishing and maintaining rapport with the reservation's community members in the outreach offices. This may require travel to remote locations.
- Assists in sustaining an active Elder's Advisory Board to be in compliance with our program's goals and objectives.
- 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 Human Services Department.
- Ability to work cooperatively within a group to make the work of the group successful and effective.
- Ability to communicate effectively, both orally and in writing.
- Skilled in the operation of office equipment, including copiers, fax machines, and/or adding machines.
- Skilled in the operation of a personal computer, including related software such as Microsoft Office (Word, Excel, PowerPoint, Outlook, microix, paramount).
- Skilled in customer service and the ability to interact with internal and external customers with tact and diplomacy.
- Specific knowledge of the ADA (Americans with Disabilities Act).
- Ability to work well with those who are disabled.
- Knowledge of the White Earth Reservation demographics, culture, history, and lifestyles.

Qualifications:

- **High school diploma or GED. Or proof of working on GED and/or five years working with people with disabilities or vulnerable populations.**
- **Must be able to pass a 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

EEO with Native Preference.

A Drug Free Workplace - Tests for alcohol and illegal drug use may be required prior to and during employment.