



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: White Earth Liaison - Metro

Location: Minneapolis

Pay: \$22.51/hr.

Benefits: Full

Open: 4/6/26

Close: Until Filled

Status: Full Time

The White Earth Reservation Business Committee is currently seeking a qualified applicant who will be responsible for assisting professionals from a wide variety of fields, such as Tribal and county social services programs to provide client services, as well as support for families. May assist clients in identifying available benefits and social and community services and help clients obtain them.

- Provide information on and refer individuals to Tribal, public, or private agencies and community services for assistance.
- Keep records and prepare reports concerning visits with clients.
- Visit individuals in homes, office or attend group meetings to provide information on agency services, requirements, and procedures.
- Advise clients regarding available services such as food stamps, childcare, food, money management, sanitation, and housing.
- Interview individuals and family members to compile information on potential social services program available.
- Explain rules established by programs and assist in the appeals procedures if necessary.
- Develop departmental budget and monitor expenditures.
- Develop and maintain strong working relationships with all program managers and clients.
- Attends, coordinates, and hosts community meetings.
- Reports to Tribal administration regarding community needs and concerns.
- Acts as liaison between programs, administration, clients, and services.
- Communicates, coordinates, and maintains rapport with programs (Tribal, county, state, etc.)
- Performs other duties and responsibilities as required or assigned.

Knowledge, Skills and Abilities:

- General knowledge of management principles to assist Executive Director in strategic planning, resource allocation, leadership technique, and coordination of people and resources.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- The ability to apply general rules to specific problems to produce answers that make sense.
- The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Ability to listen to and understand information and ideas presented through spoken words and sentences.

Qualifications:

- **Associates degree from an accredited community or technical college in human service related field and four (4) years' experience in related human services field or (8) years of experience in a related human service field.**
- **Valid Driver's License and insurance for travel between sites and other business-related activities.**
- **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.