



# 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 Tribal Health Systems Assistant Human Resources Director**

**Open: 03/13/2026**

**Location: White Earth/Naytahwaush, MN**

**Close: 03/27/2026**

**Pay: \$41.57/DOQ**

**Benefits: Full**

**Status: Full-Time**

### Position Summary:

The Assistant Human Resources Director administers the daily functions of the Human Resource Department (HR) including hiring, interviewing, administering pay with analysis, monthly, quarterly and annual reporting, ensuring compliance with applicable law and enforcing applicable company policies and procedures with assigned departments and direct reports. The position will be IT support focused for HR positions and all HRIS systems to perform analysis, comprehensive reviews and report and provide statistical analysis to make decisions on benefits, create new strategies and business planning. This position is also responsible for maintaining current knowledge of applicable Tribal, Federal and State law and how it applies to HR Management.

### Positions outcomes:

- Provide positive customer service to all HR guests.
- Recruits, interviews, and facilitates the hiring of qualified job applicants for open positions; collaborates with divisional directors, managers, Office of HR, to understand skills and competencies required for position openings.
- Performs routine tasks required to administer and execute all HR related processes including but not limited to; compensation, disciplinary matters, performance reviews, disputes and investigations, recognition, certifications, etc.
- Discern HR Related Investigations versus Divisional/Departmental Investigations.
- Reviews and administers HR related functions that directly affect and support all HR deliverables so departments may effectively manage personnel.
- Handles employment related inquiries from applicants, employees and supervisors referring complex and/or sensitive matters to the appropriate staff assuring highest level of support.

### Knowledge, Skills, and Abilities:

- Knowledge of WERBC; demographics, culture, history and lifestyle.
- Knowledge of and ability to apply commonly accepted rules of grammar, spelling and punctuation in written communication to develop management reports and summaries.
- Knowledge of employment law.
- Skills in basic math including fractions, percentages, decimals, addition, multiplication, subtraction.
- Skills in building and maintaining positive relationships with external and internal customers.
- Ability to follow and apply policies and procedures of the WERBC and HR Department.

### Qualifications:

- HS Diploma or GED and
- AA Degree in Human Resources or current THRP/ATHRP or SPHR Designation attained within 1 year of hire
- And at least 7 years of HR related experience, with at least 6 years of supervisory experience required (HR supervisory experience preferred).

### 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  
Background Checks performed*