



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 Generalist Level II

Location: White Earth/Naytahwaush, MN

Pay: \$28.90/DOQ

Benefits: Full

Open: 03/13/2026

Close: 03/27/2026

Status: Full-Time

Position Summary:

The Human Resources Generalist Level II administers the daily functions of the Human Resource Department (HR) including hiring, interviewing, administering pay and enforcing applicable company policies and procedures with assigned departments. 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.
- 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.
- Prepare and Conduct Employee Appeal Process.

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
- Knowledge of required employment documentation
- Knowledge and skill in using a personal computer and related software including Word, Excel, Outlook, Publisher, PowerPoint and other related HRIS software
- Skilled 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 THRP/ATHRP or SPHR Designation attained within 1 year of hire
- And at least 5 years of HR related experience in progressive HR roles

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
Background Checks performed*