Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: MONDAY MAY 1ST, 2017

Updated weekly and posted on www.llojibwe.org/jobs/llbojobs.html

Leech Lake Band Member preference, MCT, and other Native American Indian preference apply.

Please submit Cover Letter, Resume, Credentials, 3 Letters of Reference, and
Transcripts for positions requiring any Degree above High School Diploma or General Education Diploma

Interested parties may come into the Human Resources office to fill out an application or they can download
an application from our website at www.llojibwe.org and may drop off or mail documents to:
Leech Lake Band of Ojibwe – HR – 190 Sailstar Dr NW - Cass Lake, MN 56633;
Fax documents to: 1-218-335-3697; email documents to: kelly.losh@llbo.org.

LLBO Policy: HR must receive your application and/or documents before or no later than
4:30 p.m. on the date the position is scheduled to close to be considered for a position.
Call 218-335-3698 or toll free 1-800-631-5528 for more information.

All positions require a LLBO application
Applications are accepted only for positions posted and assigned a job code.
COPY OF DRIVERS LICENSE IS REQUIRED FOR POSITIONS REQUIRING A MVR.
APPLICATIONS WILL BE VOID IF:
Application is not signed or required forms are not submitted by closing date.
Re-advertised positions will require a newly submitted application with required forms.

THE FOLLOWING POSITIONS CLOSE ON MAY 12TH, 2017

Cass Lake Pre School Teacher ~ Education ~ $12.00/hr. ~ Job Code: 17-083

Summary: This position is responsible for helping to ensure that the classrooms contribute to the growth and development of each child.

Education/Experience: High School Diploma or equivalent is required. Enroll in and attain a CDA within first year of employment.

Duties/Responsibilities: Complete student records and reports accurately, including individual student progress information data entry, (TSG) updates, observations, a minimum of 4 observations a day and incidents/accident reports (2nd Step, IGDY’s and Cultural Curriculum). Using the information from TSG system for planning within the classroom including the environment, indoor and outdoor activities. Assist with preparation of weekly lesson plans, material needs, monthly newsletters, etc. Plan appropriate activities based on each individual child’s needs.

Pre School Team Leader ~ Education ~ D.O.Q. ~ Job Code: 17-082

Summary: Guides the planning and implementation of a comprehensive child development program that meets or exceeds the Head Start Performance Standards. Responsible for the day to day operations of the ECD Classrooms in assigned center.

Education/Experience: Possess a minimum of an AA or BA degree in Early Childhood Education or related field. Supervisory experience within the past two years is preferred. Experience working with pre-school children is preferred.

Duties/Responsibilities: Provide developmentally appropriate opportunities that cover the eleven domains: language/literacy, mathematics, science, creative arts, social/emotional, approaches to learning, physical/health, social studies, knowledge & Skills, logic & reasoning, and English language development. Document and Date anecdotal notes, on the needs of each child and develop an individual education plan that assesses the needs of each child, entering documentation and data into the TSG online system a minimum of 4 observations a day entering on a regular basis meeting the monthly requirement.

Archaeological Technician (2) ~ DRM ~ $10.25/hr. ~ Job Code: 17-081

Summary: Works with Heritage Sites personnel to conduct archaeological field and laboratory work.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) Some post-secondary education preferred. No previous archaeological experience is required, but a familiarity with outdoor activities is strongly recommended.

Duties/Responsibilities: Completes daily field survey notes, describing project, survey strategies, environmental and topographic conditions and vegetation. May also be required to complete archaeological site forms. Assists with mapping and documentation of archaeological sites found during survey. Assists with archaeological laboratory work, including washing, identifying, weighing, counting, sorting and cataloging artifacts recovered during field investigations.
**PT Driver ~ Human Services ~ D.O.Q. ~ Job Code: 17-080**

**Summary:** Provide safe and reliable transportation services to clients of the Opioid Treatment Center.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D).

**Duties/Responsibilities:** Transport patients to and from appointments at the Opioid Treatment Center and Health Care Facilities. Maintain vehicle mileage reports, service records and logs. Must be able to account for every mile put on our vehicles.

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**Clerk/Delivery ~ Tribal Development ~ D.O.Q. ~ Job Code: 17-079**

**Summary:** Assists all customers with positive communication and cheerful attitude, a requirement for customer relations.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Computer experience preferred.

**Duties/Responsibilities:** Load or unload product from trucks to storage area. Sort orders. Provide appropriate documentation for the delivery or pickup of products. Coordinates routes for prompt delivery to customers.

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**Kitchen Helper ~ Health ~ $10.25/hr. ~ Job Code: 17-078**

**Summary:** Participate in the preparation and cooking of a variety of food items in large quantities for the daily noon meal for the elderly. Primary responsibility will be for the cleanliness of the kitchen and dining area.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Math skills and Nutrition Education preferred.

**Duties/Responsibilities:** Clean and process fruits, vegetables, prepare salads and other foods for cooking. Gather hot or cold foods for meal participants. Perform food preparation tasks such as bagging up bread, salad making and beverage preparation, following written standardized recipes.

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**LPN ~ Health ~ D.O.Q. ~ Job Code: 17-077**

**Summary:** Provide primary health care to service area residents in community clinics and patient homes.

**Education/Experience:** Current LPN, with at least two years in primary health care or a current Minnesota Licensure as a Licensed Practical Nurse (LPN) approved by the MN State Board Nursing with five years experience in clinic work.

**Duties/Responsibilities:** Provide high quality health care services and ensure accessibility and availability of health services. Education of and effective communication with those served concerning the diagnosis and treatment of their medical conditions, appropriate preventive measures and use of the health care system. Treatment that is consistent with clinical impressions and working diagnosis.

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**Registered Nurse (on call) (2) ~ Health ~ D.O.Q. ~ Job Code: 17-076**

**Summary:** Provides Public Health Nursing (PHN) services to Native American clients on the Leech Lake Reservation.

**Education/Experience:** Licensure as a Registered Nurse is required; Minnesota State Licensure preferred. Minnesota Licensure must be obtained within 1 year of employment, if Licensure is from another State. Experience in Public Health setting is preferred.

**Duties/Responsibilities:** Provides group oriented patient education. Creates plan of action for each client/family served. Provides skilled nursing care under physician’s orders.

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**Onigum Family Service Advocate ~ Education ~ $12.00/hr. ~ Job Code: 17-050B**

**Summary:** Responsible for providing opportunities for parents to empower themselves to become self-sufficient by assessing their needs. Determines if there is a need for services and provides resources to families to enable them to move toward their goals. Responsible for helping to ensure that the classrooms contribute to the growth and development of each child.

**Education/Experience:** High School Diploma or equivalent (G.E.D.) is required.

**Duties/Responsibilities:** Be familiar with current Head Start Performance Standards and the Leech Lake Center Based licensing requirements. Utilize developmentally appropriate practices and guidance. Attend Family Service Advisory Committee meetings and also attend parent meetings if requested.
THE FOLLOWING POSITIONS CLOSE ON MAY 5TH, 2017

Security Guard ~ Human Services/OTP ~ D.O.Q. ~ Job Code: 17-075

**Summary:** To provide a safe and secure environment for patients, visitors and employees.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required.

**Duties/Responsibilities:** Protect patients, employees, visitors and property from all hazards. Enforce Opioid Treatment Regulations. Access control to areas that contain confidentiality. Routine patrol to provide general and equal coverage.

Program Assistant ~ Health ~ $15.00/hr. ~ Job Code: 17-074

**Summary:** Responsible for performing clerical and administrative duties in an office setting. Assists Budget Analyst by sorting mail, filing, copying, shredding, answering phones and door, scheduling meetings, AP duties and miscellaneous clerical tasks.

**Education/Experience:** High School Diploma or General Education Diploma (GED) required. Two (2) years experience required. Must have experience with Computer Software and Hardware.

**Duties/Responsibilities:** Entering AP invoices into our New World Accounting system. Entering all AP invoices into spreadsheet for record keeping and reconciling. Matching check copies to AP back up once checks are printed.

MIS Cable Installer ~ Administration ~ D.O.Q. ~ Job Code: 17-073

**Summary:** This position is responsible for assisting the Senior Technician with all Telephone Service. These tasks will include: Installing Cat 5 cable, installing and terminating telephone lines for the Leech Lake Band of Ojibwe programs and businesses.

**Education/Experience:** High School Diploma or General Education Diploma (GED) required. Two (2) years experience with Telephone repairs required. Must have experience with Computer Software and Hardware.

**Duties/Responsibilities:** Responsible for assisting with: telephone repairs and installation. This position is responsible for reporting all activities that are completed on the telephone system on a daily basis.

Program Accountant ~ Finance ~ D.O.Q. ~ Job Code: 17-072

**Summary:** Provide dependable financial service to the Leech Lake Band of Ojibwe through expertise and practical procedures for processing and maintaining sound financial records.

**Education/Experience:** Bachelor’s degree (B.A.) in Finance or Accounting or; Two-year degree in Finance or Accounting and four years related work experience or; High School diploma or equivalent (G.E.D.) with a minimum of six years work experience in Finance or Accounting.

**Duties/Responsibilities:** Assists the Accounting Team Leader in recording and maintaining accurate general ledger balances and proper recording of revenue recognition.

Plumber ~ DPW ~ D.O.Q. ~ Job Code: 17-071

**Summary:** Perform a variety of tasks related to repair and maintenance of all university plumbing systems and fixtures including gas-fired equipment.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Knowledge of rigging methods used to move heavy equipment. Demonstrated experience as a plumber/gas technician. Equivalent combination of education and experience will be considered.

**Duties/Responsibilities:** Performs all duties related to a plumbing journeyman, including new installations and renovations. Contributes and participates in the effective use of the Quality Control System. Repairs, installs and maintains gas fired equipment and hot water heating systems to the limitation of personal certification.

Project Development Coordinator ~ Tribal Development ~ D.O.Q. ~ Job Code: 17-069

**Summary:** Oversees, organizes, plans and coordinates assigned major LLBO construction projects. Work in conjunction with Reservation Services and other divisions and programs regarding coordination and scheduling of project related services. Assists with Capital planning and implementation for LLBO.

**Education/Experience:** Bachelors Degree from an accredited college or university with major course work in civil engineering preferred. Six years of increasingly experience in civil engineering and/or extensive experience in the construction field required. Assist with project funding applications as needed.

**Duties/Responsibilities:** Coordinate the procurement, management and maintenance of all aspects of construction projects initiated by the Leech Lake RTC. Seek out funding for all major construction projects and exploit all potential financial support mechanisms. Plan and review transportation and traffic engineering activities as related to major projects.
**Tribal Grant Writer ~ Tribal Development ~ D.O.Q. ~ Job Code: 17-068**

**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM**

**Summary:** To provide assistance, guidance, and support to the programs sponsored by the Leech Lake Tribal Council in the areas of community and development, as well as grant writing and management.

**Education/Experience:** Bachelor’s degree in: planning, business or public administration or related field. Experience in grant writing, grant management, program planning and program administration. Experience in tribal government preferred.

**Duties/Responsibilities:** Responsible for initiating research, conducting studies, developing plans and strategies for Reservation development projects.

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**Seasonal Invasive Species Crew Member ~ DRM ~ $12.00/hr. ~ Job Code: 17-059B**

**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM**

**Summary:** Responsible for assisting the DRM Botanist or Crew Leader with a multitude of projects throughout the field season. Many of these projects deal with the control of invasive species found within the Leech Lake Reservation and Chippewa National Forest.

**Education/Experience:** Preference for individuals who are pursuing an A.S. or B.S. degree in Natural Resources Management, Biology, Forestry or equivalent studies. Interest and experience in the control of non-native invasive species.

**Duties/Responsibilities:** Complete work and tasks in a timely manner as directed by the LLDRM Botanist or Crew Leader. Follow strict protocol for field work to insure goals are being achieved. Work under the direction of the Botanist and/or crew leader to implement a variety of control methods for invasive species (mechanical control, bio-control release, etc). Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation.

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**Receptionist ~ Education/ECD ~ $10.25/hr. ~ Job Code: 17-038B**

**BCA REQUIRED**

**Summary:** The Receptionist is responsible to maintain organization of program documents works closely with the Office Manager to ensure effective delivery of services.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Secretarial experience or experience in a related field.

**Duties/Responsibilities:** Answer incoming telephone and radio calls. Greet and direct inquiries coming in to the office. Distribute and pick-up mail twice daily, sort, date and distribute to proper personnel. Receive, process and copy time cards per procedure. Assist in the procurement and travel process in the absence of the Office Manager. Maintain an adequate filing system such as personnel files, vendor files, travel program reports and memos.

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**THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED**

**Billing Specialist ~ Human Services ~ D.O.Q. ~ Job Code: 17-056B**

**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM**

**Summary:** Administer CW-TCM, billing. Monitor all billing policies and develop procedures for efficient billing protocols, maintain DAANES, MMIS and MINITS.

**Education/Experience:** Associate of Science Degree in; Medical Billing and Coding. A minimum of a High School Diploma or General Education Diploma, plus any combination of training, education and practical experience equivalent to a two-year degree, including supporting documentation would be considered along with extensive computer and billing experience.

**Duties/Responsibilities:** Assist and train new staff in centralized billing. Compliance responsibilities are to ensure that Client Placement Authorizations (CPA) are documented in charts that will, include required treatment formats completed by the provider, (counselor, assessors and others) that provide treatment activities.

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**Seasonal Biological Technician/Crew Leader ~ DRM ~ $13.00/hr. ~ Job Code: 17-060**

**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM**

**Summary:** Responsible for assisting the DRM Botanist with a multitude of projects throughout the field season. Many of these projects deal with the control of invasive species found within the Leech Lake Reservation and Chippewa National Forest.

**Education/Experience:** B.S. degree in Natural Resources Management, Biology, Forestry or equivalent studies preferred. Proven experience as a good crew leader is also desired.

**Duties/Responsibilities:** Collect field data for the purpose of progress reports, plus maintain a daily log of activities. Insure the field crew is following protocol for all projects. Occasionally assist DRM Botanist in botanical surveys, assessments of plant communities, plus various other projects not related to invasive species control.
**Head Cook ~ Health ~ $13.25/hr. ~ Job Code: 17-051**

**Summary:** To provide skilled work in preparing and cooking food items for elderly participants for the daily noon meal. Assume lead responsibility for work area, monitor work activities and participate in a variety of food production and/or food service tasks.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Hold or in the process of acquiring a Minnesota State Certificate in Food Handling. Combination of experience, training and education will be considered.

**Duties/Responsibilities:** Measure and mix ingredients according to recipes, using a variety of kitchen utensils and equipment, such as blenders, mixers, slicers, grinders and ovens and measuring and weighing devices.

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**Mental Health Clinical Trainee (2) ~ Human Services ~ D.O.Q. ~ Job Code: 17-046**

**Summary:** This position will provide counseling services to American Indian adults, children, and families who reside on or near the Leech Lake Reservation. Services are based on individual, child, and family needs and are offered at varying levels of involvement, such as crisis intervention, individual and family counseling sessions, school based services, family and community support services, and mental health assessments.

**Education/Experience:** Master Degree in Social Work, Counseling, Psychology, or related field and on track for licensure as a Mental Health Professional. Licensed Graduate Social Worker (L.G.S.W.) or Licensed Professional Counselor (L.P.C.) preferred.

**Duties/Responsibilities:** Accepts and follow through with referral, evaluates client physical and/or mental condition based on review of client information. Administers assessment tools for diagnosis to understand client psychological needs and identify appropriate client services under the supervision of a mental health professional.

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**Mental Health Practitioner (2) ~ Human Services ~ D.O.Q. ~ Job Code: 17-045**

**Summary:** Responsible for providing skills training to adolescents in a school setting to foster rehabilitation through teaching and practice of specific skills that are impaired by the child’s mental health issues. Skills training is targeted to specific deficits or maladaptations due to the mental health disorder and addressed in the Individual Treatment Plan.

**Education/Experience:** BA/BS with 2000 hours of supervision is preferred. May also meet eligibility by meeting only one of the requirements listed below: No BA, but completed 6000 hours of supervised experience. Graduate student enrolled in Behavioral Sciences or related field. Master’s /Doctorate in Behavioral Sciences or related field.

**Duties/Responsibilities:** Develop an Individual Treatment Plan for clients based on their Diagnostic Assessment. Complete Progress Notes, ITP reviews and Discharge Summaries within the time frame required. Develop and facilitate client support and skills building sessions.

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**Mental Health Professional (2) ~ Human Services ~ D.O.Q. ~ Job Code: 17-044**

**Summary:** Responsible for providing direct mental health services, including psychotherapy, with an emphasis on individuals and families, using various treatment modalities and skills to produce social, psychological, emotional, and spiritual well-being. May provide clinical supervision and coordinate grant funded therapeutic activities.

**Education/Experience:** Master’s degree or Ph.D. in Psychology, Marriage & Family Therapy, Counseling, or Social Work and three (3) years’ experience in the mental health field required. Must be a Licensed Psychologist (LP), Licensed Independent Clinical Social Worker (LICSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) required. Must be eligible for tribal licensure within 3 months of hire required.

**Duties/Responsibilities:** Completes initial assessment and reviews client history, including medical and family background and related environment. Provides comprehensive DSM standard diagnostic assessment.

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**Onigum Infant Toddler Teacher ~ Education ~ $12.00/hr. ~ Job Code: 17-032**

**Summary:** This position is responsible for helping to ensure that the classrooms contribute to the growth and development of each child.

**Education/Experience:** High School Diploma or equivalent is required. Enroll in and attain an Infant/Toddler CDA within first year of employment.

**Duties/Responsibilities:** Promoting child development and school readiness skills in all domains; language, literacy, science, creative arts, physical and health,
PT EMT Attendant (5) ~ Health ~ D.O.Q. ~ Job Code: 17-028

**Summary:** To adequately staff the ambulance service with certified Emergency Medical Technicians and to provide 24-hour medical services.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) Hold current certification or documentation in a Department of Transportation approved Emergency Vehicle Operators course or complete within 3 months of hire. Must complete within 3 months of hire all advanced life support variances that are part of the ambulance service protocol.

**Duties/Responsibilities:** Adhere to ambulance policies, procedures, standing orders and protocols.. Work a minimum of four (4) scheduled shifts per month at part-time status or 32 hours per week minimum full-time status.

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LPN ~ Human Services/OTP ~ D.O.Q. ~ Job Code: 17-025

**Summary:** Provide service, support, education and medication to Native Americans suffering from addiction.

**Education/Experience:** Two years hospital, clinic experience preferred.

**Duties/Responsibilities:** Provides direct patient care, health maintenance and education for patients and their families. Any administration duties as assigned. Medication dosage of each patient and keeps an absolutely accurate record of each medication.

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Heating Technician ~ DPW ~ D.O.Q. ~ Job Code: 17-021

**Summary:** Perform skilled mechanical and electrical work in repair, inspection, servicing, installation and ventilating, refrigeration and air conditioning systems and related equipment and facilities.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D).Experience in HVAC equipment maintenance and repair experience. Training completed course work in HVAC equipment maintenance and repair or a related field.

**Duties/Responsibilities:** Install, repair, service and maintain electrical and gas kitchen equipment, including ovens, refrigerators and freezers. Install, service, maintain, and regulate mechanical equipment.,

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Lead Investigator ~ DPS ~ D.O.Q. ~ Job Code: 17-020

**Summary:** To develop, plan, conduct supervise and monitor criminal, narcotic and administrative investigations and personnel. To detect and reveal criminal violations, internal misconduct and illegal operations/activities and prevent and neutralize crimes through enforcement, creating awareness of laws, internal controls and security.

**Education/Experience:** Must have successfully completed; Basic Police Program and Investigator Training. Three (3) years law enforcement experience preferred. Three (3) years supervisory experience preferred.

**Duties/Responsibilities:** Conducting investigations with the collection of evidence involving developing and following leads. Analyze raw investigative data and prepare comprehensive reports. Conduct interviews pertaining to investigations.

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Cass Lake Cook (2) ~ Education ~ $12.00/hr. ~ Job Code: 17-016

**Summary:** Responsible to assist in meeting each child’s nutritional needs, providing a sanitary environment and establishing good eating habits that promote healthy development and lifelong well being.

**Education/Experience:** High School Diploma or equivalent is preferred or attained within first year of employment.

**Duties/Responsibilities:** Maintain a safe and sanitary kitchen and equipment. Must follow cleaning schedule: Daily, Weekly, and Monthly, cleaning must be completed to ensure sanitary conditions.

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Twin Cities Office Supervisor ~ Administration ~ D.O.Q. ~ Job Code: 16-168B

**Summary:** Manage and oversee the provision of quality services that are offered to band members through the Twin Cities Office. Manage programs and staff to best meet the needs of the organization.

**Education/Experience:** Bachelor’s Degree or equivalent combination of education and experience. Minimum of four years progressive responsibilities in administrative management required. Masters Degree preferred.

**Duties/Responsibilities:** Excellent time management, organizational skills, written and verbal communications, public relations and public speaking skills. Ability to present complex information in a persuasive or compelling fashion.

**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM AND BCA REQUIRED**

**Summary:** Performs duties in a community based clinical setting related to the certification of clients for the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC.)

**Education/Experience:** Bachelor’s Degree in nutritional sciences, community nutrition, clinical nutrition, dietetics, public health nutrition or related field. Registered Dietitian (RD) or Diet Technician Registered (DTR) required. Current Competent Professional Authority (CPA) certified is required or willing to obtain within first 30 days of employment. Registered Nurse (RN) will also be considered.

**Duties/Responsibilities:** Conduct certifications for pregnant and postpartum women, infants, and children up 5 years of age. Take anthropometric measurements of WIC participants. Accurately assess nutritional needs and make recommendations consistent with sound nutritional practice and client's ability to implement.

Internal Audit Director – Administration – D.O.Q. – Job Code: 16-133

**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM**

**Summary:** Works under general direction of the Leech Lake Tribal Council to ensure departments are in compliance with State and Federal regulations and that policies and procedures are in place and adhered to.

**Education/Experience:** Bachelor’s degree in Business, Accounting, Finance. Five (5) plus years accounting experience. Certification as a CPA, CIA, or CMA preferred. One year experience as an internal auditor or related position.

**Duties/Responsibilities:** Performs financial, compliance, and operational assigned audits. Prepares work papers in accordance with department standards. Verifies and presents findings and results of the assigned audit and makes recommendation for correction of unsatisfactory conditions, improvements in operations, and reductions in cost to the RTC.

Cass Lake Special Needs Teacher Assistant (4) – Education – DOQ – Job Code: 16-054

**BCA REQUIRED**

**Summary:** Works in the classroom, assisting children who have special needs, providing them with care and attention to enhance their opportunities for successful educational and social experiences.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D.) is required. CDA, AA Degree and/or completed classes with an emphasis in special education or working with children with special needs is preferred.

**Duties/Responsibilities:** Assist in supporting individual students or small groups of students with special needs, in Head Start/Early Head Start Classrooms. Possess and understanding of milestones and child development for children 0-5 years old.

Ball Club Special Needs Teacher Assistant – Education – $12.00/hr. – Job Code: 16-052B

**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM AND BCA REQUIRED**

**Summary:** Works in the classroom, assisting children who have special needs, providing them with care and attention to enhance their opportunities for successful educational and social experiences.

**Education/Experience:** High School Diploma or equivalent (G.E.D.) is required. CDA, AA degree and/or completed classes with an emphasis in special education or working with children with special needs is preferred. Experience working with children with special needs is preferred.

**Duties/Responsibilities:** Assist in supporting individual students or small groups of students with special needs, in Head Start/Early Head Start classrooms. Implement Individual Education Plan (IEP) modifications at teacher's request.


**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM AND BCA REQUIRED**

**Summary:** Provides Public Health Nursing (PHN) services to Native American clients on the Leech Lake Reservation.

**Education/Experience** Licensure as a Registered Nurse is required; Minnesota State Licensure preferred. Minnesota Licensure must be obtained within one year of employment if licensure is from another state. Experience in Public Health setting is preferred. Current Health Care Provider CPR certification and maintenance.

**Duties/Responsibilities** Provides skilled nursing care under physician’s orders. Assists in clinic staffing and coordination, subject to various shifts. Occasional exposure to communicable diseases and/or blood borne pathogens is required.

AOB Infant/Toddler Teacher (2) – Education – DOQ – 16-032B

**BCA REQUIRED**

**Summary:** This position is responsible for helping ensure that the classrooms contribute to the growth and development of each child. This person works as part of a team with other program staff to carry out program plans. Must meet Leech Lake Licensing Standards.

**Education/Experience** High School Diploma or General Education Diploma (G.E.D.) is required. Enroll in and attain an Infant/Toddler CDA within the first year of employment. CPR and First Aid certification or attain within introductory period.

**Duties/Responsibilities** Be familiar with current Head Start Performance Standards, Early Childhood Policies and Procedures and the Leech Lake Child Care licensing requirements.
THE FOLLOWING POSITIONS ARE OPEN CONTINUOUS

Pt Cashier/Che-We ~ Business Development ~ $10.25/hr ~ Job Code: 17-000
Pt Cashier/NLE ~ Business Development ~ $10.25/hr ~ Job Code: 17-001

Summary: Provide assistance and support to the Managers by coordinating C-Store services, such as cashier duties, store cleaning and stocking.


Duties/Responsibilities: Excellent communication, writing and customer service skills. Strong analytical and problem solving skills helpful. Perform duties in a courteous/effective manner with a pleasant demeanor towards customers, vendors and co-workers. Be resourceful, detail oriented and exceptionally well organized.