



Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, APRIL 8th, 2024**

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

Applications can be found online at: www.llojibwe.org/jobs/llbojobs.html

Mail documents to: LLBO HR – 190 Sailstar Drive NW, Cass Lake, MN 56633;

Fax documents to: 218-335-3697; **email documents to: jobs@llojibwe.net**

LLBO Policy: HR must receive your application and/or documents by 4:30 p.m. on the closing date, to be considered.

Call 218-335-3698 or toll free 1-800-631-5528 for more information.

THE FOLLOWING POSITIONS CLOSE ON APRIL 19th, 2024

Tribal Development Director ~ Administration ~ D.O.Q ~ Job Code: 24-082

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for the overall planning, coordination, and management of the Tribal Development Division in meeting the reservation planning needs established by tribal priorities and executive direction

Education/Experience: Bachelor's degree from an accredited college or university in administration/leadership or business management is required. Minimum 5 years' experience in Director-level leadership, preferably in a Tribal Government setting is preferred. A combination of education and experience may be considered in lieu of educational requirements.

Duties/Responsibilities: Maintain relevant, accurate, statistical data regarding all facets of the reservation for present and future planning direction including population, employment, housing, land, and natural resources. Supervise Tribal Development staff to prioritize and meet long and short-term development plans. Prepare relevant grant applications in a professional manner to be submitted by established deadlines. Maintain positive relationships with various funding sources and keep informed regarding all available grant programs.

Security Guard (A.R.C) ~ A&D ~ \$18.00/hr ~ Job Code: 24-083

BCA REQUIRED

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: Handle hostile and/or friendly persons. Patrolling opening doors, checking alarms, escorts and any unusual activity regarding security. Performs grounds care, including but not limited to, sweeping walks and using salt melt as needed.

Shelter Security Guard (Full time) ~ Administration ~ \$16.75/hr ~ Job Code: 24-084

BCA REQUIRED

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: Handle hostile and/or friendly persons. Patrolling opening doors, checking alarms, escorts and any unusual activity regarding security. Performs grounds care, including but not limited to, sweeping walks and using salt melt as needed.

Shelter Security Guard (Part time) ~ Administration ~ \$16.75/hr ~ Job Code: 24-085

BCA REQUIRED

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: Handle hostile and/or friendly persons. Patrolling opening doors, checking alarms, escorts and any unusual activity regarding security. Performs grounds care, including but not limited to, sweeping walks and using salt melt as needed.

Shelter Technician (Full time) ~ Administration ~ \$16.75/hr ~ Job Code: 24-086

BCA REQUIRED

Summary: Supervises residents during your scheduled shift.

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

Duties/Responsibilities: Monitors, supervises and documents daily resident activities and behaviors. Provide supervision of household tasks ensuring premises and grounds are maintained, well-balanced meals are prepared and periodic changes of linen are available. Assist/refer clients/guests to appropriate program/personnel.



THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED

Licensed Assisted Living Director ~ Health ~ D.O.Q ~ Job Code: 24-003

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

Summary: Responsible for managing the daily operations of the site in order to provide a fiscally sound, well-maintained and socially healthy housing community. Also provides leadership and guidance to all staff at his/her site coordinating activities of elder/resident care, marketing, food service, contracts, and maintenance.

Education/Experience: Licensed as an Assisted Living Director (LALD). Experience in elder health, home healthcare, assisted living or nursing homes. Knowledge, background, and experience related to MN billing for EW, CADI, GRH housing programs. Post secondary coursework in property management, business, real estate or equivalent experience preferred. Three years leasing or property management experience preferred.

Duties/Responsibilities: Organizes, develops, and coordinates service plan reviews, as required by state codes, with appropriate elder care team members and elder families. Provides supervision and leadership to Assisted Living staff. Assist with development and implementation of the annual budget.

Clinic Nurse Supervisor (Red Cedar Assisted Living) ~ Health ~ D.O.Q ~ Job Code: 24-004

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

Summary: Provides direction, coordination, supervision, and implementation of professional and supportive services to residents/elders in accordance with the Nurse Practice Act.

Education/Experience: Graduate of an accredited nursing program with a current license as a Registered Nurse in the state of practice. No limitations or provisional license. Minimum of two years experience in nursing with a combination of assisted living, long term care, dementia care or acute care.

Duties/Responsibilities: Assures that residents/elders are treated with respect and dignity, recognizing individual needs, and encouraging independence. Responsible for planning, implementing, coordinating and evaluation resident/elder care to ensure the highest quality of care for the residents. Developing and implementing policies.

Infant Toddler Teacher (Ball Club) ~ Education ~ \$18.16/hr ~ Job Code: 24-008

BCA REQUIRED

Summary: Responsible for helping to ensure that the classroom contribute to the growth and development of each child.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Enroll in and attain a Pre-School CDA within first year of employment.

Duties/Responsibilities: Engage in on-going program assessment and monitoring to ensure quality services are being provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote EHS School Readiness Goals in lesson plans and daily activities.

RN Diabetes Educator (Part time) ~ Health ~ D.O.Q ~ Job Code: 24-010

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

Summary: To provide quality diabetes related patient education and nursing services.

Education/Experience: Current Minnesota Licensure as a Registered Nurse required. Bachelor of Science degree in Nursing preferred. Public Health Nursing Certificate preferred. Certified Diabetes Care and Education Specialist (CDCES) preferred or willingness to work toward. Foot & Nail Care Certification preferred or willingness to work toward. Basic Life Support (BLS) certification.

Duties/Responsibilities: Will utilize educational methods and principles to provide diabetes-related education, including: staged diabetes management, team approach, and others as assigned. Will provide diabetes-related education to meet the needs of patients, their families, communities and health professionals in multiple settings; e.g. Tribal clinics, community centers, schools, homes, and other sites as needed. Assist the Diabetes Center in multiple aspects, including: patient screening, lab draws, immunizations, foot exams, foot and nail care, wound care, blood glucose monitoring, education related to self-management of diabetes, education related to health promotion, case management and other aspects as needed.



Treatment Coordinator (A.R.C) (2) ~ A&D ~ D.O.Q ~ Job Code: 24-013

BCA REQUIRED

Summary: Responsible for the supervisor of the Treatment Coordinators and Treatment Coordinator trainees. Also provides assistant, coordination and case management to clientele released from correctional facilities/or treatment facilities in the areas of culturally specific substance use treatment, and medical and mental health, economic assistant, social, housing and life skills advocacy.

Education/Experience: Associate of Arts/Science in Social Work or related field or Upper Midwest Indian Council on Addictive Disorder (UMICAD) Chemical & Alcohol & Drug Counselor (CADC) I required. Bachelor of Art/Science Degree in related field or CADC II, III or Licensed Alcohol & Drug Certification (LADC) preferred. One year of practice experience in addictions counseling is preferred. An equivalent combination of education and practical job experience will be considered.

Duties/Responsibilities: Design a culturally specific opioid use services for Native American individual released from a correctional facility, utilizing the existing LLBO resources. Works with counselors to develop treatment plans for clients. Develop and implement program procedures such as intake, referrals, treatment plans, and operational hours, workdays and include a plan for outreach to the LLBO communities.

SACA & 401 Administrative Assistant ~ DRM ~ D.O.Q ~ Job Code: 24-026

Summary: Responsible for ensuring compliance with the Leech Lake Band of Ojibwe's Environmental Protection Agency's Supportive Agency Coordination Agreement and Clean Water Act 401 Certification program administration.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. A.A or A.A.S in a STEM field or Administration preferred. Experience levels may qualify toward educational experience. Extensive knowledge of administrative tracking tools, billing, and basic computer applications such as Adobe Pro, Word, Excel, Outlook, Teams, Sharepoint etc. Superfund policy, law, and implementation knowledge and experience is preferred.

Duties/Responsibilities: Work with accountant to manage budget and reports. Project tracking tools to be shared with water team, ensure that obligation and deadlines are being met. Process CWA 401 application fees including: generating invoices, processing payments, and providing confirmation of receipt to applicants.

Water Resources Technician II ~ DRM ~ D.O.Q ~ Job Code: 24-027

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Perform surface water quality monitoring, data collection, logging and reporting, using equipment and software specific to water quality.

Education/Experience: A minimum of AA with STEMs emphasis or AS in Natural Resource Science, Environmental Science or similar degree, or currently in final semester to obtain the aforementioned level of education required.

Duties/Responsibilities: Collect data using various water quality monitors at swimming beaches, rivers, and streams, lakes and bridges, often in remote locations. Locate and map Individual Septic Treatment Systems (ISTS). Compile and input field data into databases following QAQC protocols.

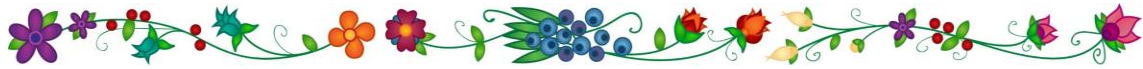
Environmental Deputy Director ~ DRM ~ D.O.Q ~ Job Code: 24-028

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Will co-manage the Environmental Department to build capacity for regulatory expansion, enforcement and compliance to protect the Leech Lake Band of Ojibwe resources.

Education/Experience: A Bachelor of Science (B.S.) or Masters of Science degree in Biology, Geology, Chemistry, Physics, Environmental Studies or related studies is preferred with a minimum of one year of professional experience and two years of supervisory experience or; Four years of professional experience related to environmental management; candidate must possess two years of supervisory and administrative experience with no degree.

Duties/Responsibilities: Will develop and assist in maintaining monitoring projects, oversee data management and develop program project tracking tool(s). Directly manage the GAP Program. Actively seek funding and projects to expand capacity and services to the people and environment. Advise Tribal Officials on environmental impacts and issues in land use planning and proposed development either internal or outside project to promote sustainable development of Tribal Lands.



Archaeological Technician (2) ~ DRM ~ \$16.00/hr ~ Job Code: 24-029

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Works with Heritage Sites personnel to conduct archaeological field and laboratory work. This is a scientific field requiring both physical fitness and academic capabilities.

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: Conducts archaeological fieldwork, including shovel testing, pedestrian survey and formal excavation (must be prepared to carry water and lunch on your person while conducting survey in remote locations). Assists with archaeological laboratory work, including washing, identifying, weighing, counting, sorting and cataloging artifacts recovered during field investigations. Completes daily field survey notes, describing project, survey strategies, environmental and topographic conditions and vegetation. May also be required to complete archaeological site forms.

Field Director ~ DRM ~ D.O.Q ~ Job Code: 24-030

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Directs field and lab work associated with contract requirements for internal reservation survey projects and fieldwork statewide and throughout the Midwest.

Education/Experience: Master of Arts/Science Degree in Anthropology, Archaeology or a closely related field. At least one year of full-time professional experience or equivalent specialized training in archeological research, administration or management; At least four months of supervised field and analytic experience in general North American archeology, and Experience with Mississippi Headwaters, Upper Midwest or Great Lakes archaeology preferred. Demonstrated ability to carry research to completion.

Duties/Responsibilities: Ensures that all assigned surveys are thoroughly and efficiently conducted, properly documented and field site maps are accurately rendered. Lead field crews in completion of archaeological survey projects and oversee the processing, cataloging, and analysis of recovered artifacts. Assists the Program Director with bid preparation.

Fuels Technician/Wildland Firefighter (8) ~ DRM ~ D.O.Q ~ Job Code: 24-031

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: To assist in hazardous fuels reduction within the Leech Lake Reservation and Chippewa National Forest in conjunction with the Division of Resource Management (DRM) Forestry and Fuels Programs. Additionally, new hires will be expected to staff LLBO Wildland Fire Engines on wildland fire details in/out of state.

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

Duties/Responsibilities: Conduct FireWise Assessments in Tribal communities. Respond to Wildfires (Local, Regional, National). Assist with Forestry and Fuels Projects.

Compactor Driver/Operator (Solid Waste) ~ DPW ~ D.O.Q ~ Job Code: 24-032

VALID CLASS B DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Safely and courteously operate Compactor truck while assisting in the development of the LLBO Solid Waste collection and disposal operations.

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

Duties/Responsibilities: Responsible for keeping truck sanitized, neat and orderly. Keeping the work and shop site clean of scattered rubbish and debris and any material illegally dumped at gate after hours. Assist community members in unloading/loading large waste items (appliances, etc.) into designated roll-off boxes.

Advanced Practice Provider (Diabetes Center) ~ Health ~ D.O.Q ~ Job Code: 24-033

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

Summary: Provide primary health care services within the Tribal operated, community based clinics.

Education/Experience: Minnesota State License of Nurse Practitioner (NP) or Physician Assistant (PA-C) is required. Two years of primary health care experience in a tribally operated, Indian Health Service Program, or rural clinic is preferred. Certified Diabetes Care and Education Specialist (CDCES) or Board-Certified-Advanced Diabetes Management (BC-ADM) preferred or willingness to work toward. Basic understanding of Pre-Diabetes, Type 2 and Type 2 Diabetes, Gestational Diabetes; e.g. pathophysiology, treatment options, Diabetes Standards of Care, health promotion and disease prevention.

Duties/Responsibilities: Assess real or potential health hazards and current health status, including analysis of health behavior related to lifestyle and culture. Devise, implement and evaluate plans of care utilizing sound clinical judgements based on assessment of the physical, psycho-clinical judgements based on assessment of the physical, psychological, emotional, societal and environmental needs of the patients. Assist individuals to assume responsibility for the prevention of illness and promotion, maintenance and restoration of health.



Grant Writer ~ Health ~ \$25.00/hr ~ Job Code: 24-034

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

Summary: Responsible for assisting the Finance Manager with oversight and provisions of developing projects/grants within the Health Division aided through AFA, State, and Federal grant opportunities. Assists the Health division with grant writing to support and enhance the program's funding within the Health Division's programming.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) with three years in an office setting required. Associate's Degree in Business or Health Administration required with at least two (2) years minimum working with Tribal, State, and Federal programs/grants preferred.

Duties/Responsibilities: Ensure that grants align with the objectives of the processes, budgets, deadlines, and work plan. Ability to gather and analyze data to support grant applications. Answer phones, route calls, take messages, greet and direct visitors, and answer routine inquiries for the reception area for the health division as needed.

Home Healthcare RN ~ Health ~ D.O.Q ~ Job Code: 24-035

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

Summary: Responsible for providing medical cares to our community members in their homes, while also working as a liaison in accessing other services our clients may need.

Education/Experience: Current RN, with at least two years of experience in Long Term Care facility, Primary Care or Home Care.

Duties/Responsibilities: Visits clients in their homes, spends 75% of the position in homes. Provide individualized nursing care to patients. Collaborates with other professionals to plan, implement and evaluate care.

Accounts Payable Clerk ~ Finance ~ D.O.Q ~ Job Code: 24-036

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Computes, classifies, records, and verifies numerical data for use in maintaining accounts payable records by performing the following duties.

Education/Experience: High School Diploma or equivalent (G.E.D.) with 2 to 4 years of experience and/or training; or equivalent combination of education and experience is preferred. AA degree in Finance or Accounting is preferred.

Duties/Responsibilities: Compiles and sorts documents, such as invoices, checks and substantiating transactions. Prepares vouchers, invoices, and other records for accuracy. Monitors loans to ensure that payments are up to date.

DRM Director ~ DRM ~ D.O.Q ~ Job Code: 24-037

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for the supervision of DRM Department Directors and administration of all programs assigned to the DRM by the Reservation's governing body; the Leech Lake Tribal Council (RTC). DRM Departments include: DRM Administration, Conservation Enforcement, Fish Wildlife and Plants Department, Heritage Sites, Tribal Historic Preservation Office, Forest Resources, Wildland Fire Program, Land Department and Environmental Protection.

Education/Experience: BS Degree in Natural Resource Management is required. Six years work experience that includes program or business administrative duties. Significant and successful work experience in the natural resources management field or in administration of Native American governmental programs may be considered in lieu of academic credentials. A combination of education and experience may be considered in lieu of educational requirements.

Duties/Responsibilities: Implementing and coordinating policies/procedures, ordinances, resolutions to promote Tribal sovereignty, exerting Tribal jurisdiction and providing guidance both internally and to outside agencies. Responsible for submitting Agenda requests for the Tribal Council for discussion/approval on a variety of subjects pertaining to the DRM. Management of natural, cultural and real property resources of the Leech Lake Band of Ojibwe in order to derive the maximum benefits for the Band's Membership while conserving and enhancing these resource base for future generations.

Building Worker (Twin Cities Office) ~ DPW ~ \$17.75/hr ~ Job Code: 24-040

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

Summary: Responsible for performing labor, custodial, grounds keeping, building and mechanical maintenance.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Six months to one year of general experience.

Duties/Responsibilities: Performs grounds care, including but not limited to, mowing, trimming, edging, pruning, fertilizing, watering, reseeding, applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs, snow removal, spreading sand, salt or ice melt. Performs custodial tasks, including but not limited to, sweeping, vacuuming, extracting, mopping and polishing floors; washing, painting, ceilings, interior, exterior walls and siding; cleans windows and blinds; cleans bathrooms, showers and fixtures.



Watercraft Inspector (2) ~ DRM ~ \$18.00/hr ~ Job Code: 24-041

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for inspecting watercrafts entering and existing lakes around the Leech Lake Reservation. Will assist with maintaining CD3 units and doing outreach for special events as scheduled.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred. Prior Experience with aquatic invasive species preferred. Proven experience as a good crew leader preferred.

Duties/Responsibilities: Provide boat and equipment decontamination. Collect field data for the purpose of progress reports, plus maintain a daily log of activities. Responsible for practicing and insuring workplace safety within the field and office always.

Staff Accountant II ~ Finance ~ \$26.00/hr or D.O.Q ~ Job Code: 24-042

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

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.S. or 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 General Education Diploma (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. Perform closeouts on special revenue funds to include general journal entries, disbursement vouchers, and submitting financial status reports to funding agencies. Reconcile balance sheet control accounts to subsidiary records and verify that financial statements are accurate and issued in a timely manner.

Naagaanizid Gekinwaa'amaaged (Lead) ~ Education ~ D.O.Q ~ Job Code: 24-044

BCA REQUIRED

Summary: Works to create a respectful learning and working atmosphere while providing care for infants and toddlers. Receives mentorship, training and experience to build necessary skills. Develops a nurturing relationship with each child. Collaborates with Maajiiigin team to expand and deepen both Ojibwe language and cultural skills. Responsible to continue to attain and impart Ojibwe-Anishinaabe knowledge, values, and language to families, children, and staff.

Education/Experience: AA degree in Early Childhood Development: CDA plus years of experience may be considered. Demonstrated leadership skills required, supervisory experience preferred.

Duties/Responsibilities: Ensure that the learning team meets regularly to set goals, develop plans and discuss progress of program activities. Ensure that child development is assessed and recorded through regularly documented observations and reflection. Share Ojibwe language materials and learning goals with families.

Gekinwaa'amaaged (Teacher) ~ Education ~ D.O.Q ~ Job Code: 24-045

BCA REQUIRED

Summary: Works to create a respectful learning and working atmosphere while providing care for infants and toddlers. Receives mentorship, training and experience to build necessary skills. Develops a nurturing relationship with each child. Collaborates with Maajiiigin team to expand and deepen both Ojibwe language and cultural skills. Responsible to continue to attain and impart Ojibwe-Anishinaabe knowledge values and language to families, children and staff.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Possess and Infant/Toddler CDA or A.A. Degree in Early Childhood Development. CDA certification preferred, willingness or in process of obtaining is acceptable.

Duties/Responsibilities: Be knowledgeable of and comply with Maajiiigin and LLBO policies, the Leech Lake Child Care Licensing requirements and the Child Care Service Policies and Procedures. Complete and follow learnings plans (lessons). Assess and document each child's development through regular observations and reflection.

Early Learning Scholarship Assistant & Engagement Coordinator ~ Education ~ D.O.Q ~ Job Code: 24-046

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

Summary: Responsible for implementing the MN Department of Education Early Learning Pathway I Scholarship program and implementing community engagement and to support program outreach.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. At least 2 years of related field experience in Early Childhood or Human Services field with 24 quarter credits in either field required. AA degree in Early Childhood, Human Services or Business Administration preferred or must be willing to complete the Early Childhood, Human Services or Business Administration AA degree.

Duties/Responsibilities: Be knowledgeable of MDE Early Learning Scholarship Work Plan and program policies. Provide enhanced outreach and engagement to priority families to include homeless, foster care, child protection, teen parent, 3-5 year-olds, Leech Lake families statewide, agencies working with priority families, Head Start, School districts, family child care and centers according to workplan. Conduct application intake and review for approval.



Maajiigin Center Manager ~ Education ~ D.O.Q ~ Job Code: 24-048

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

Summary: Provides oversight to the daily operations of the Maajiigin Center. Collaborate with Maajiigin team to build and maintain space where Ojibwe language is learned and spoken. Utilizes Anishinaabe principles to help develop and support a respectful community of colleagues. Responsible to ensure that children and their families are provided a culturally relevant and high-quality educational experience in the program.

Education/Experience: B.S or B.A. in Early Childhood or other relevant degree is preferred or AA in Early Childhood and at least 2 years of experience is required. Excellent administrative and supervisory skills are required, with the ability to work effectively with the Maajiigin Center Team, families and community members. Experience and passion for Ojibwe language revitalization efforts.

Duties/Responsibilities: Work with management and program staff to review or develop policies and operating procedures based on regulations and guidelines on an annual basis or as needed. Periodically review to ensure applicability to the program. Ensure Maajiigin Center plans are complete and that the daily, monthly and annual activities and reports required by the staff are completed.

Diabetes Registered Dietitian (Part time) ~ Health ~ D.O.Q ~ Job Code: 24-050

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

Summary: Provide expert Medical Nutrition Therapy, Diabetes Self-Management Education and consultation to the Leech Lake Reservation. Raise awareness of healthy nutrition on the Leech Lake Reservation to the highest level possible by managing or preventing nutrition-related diseases with a strong focus on pre-diabetes, diabetes, heart disease, obesity and cancer.

Education/Experience: Bachelor's degree in Dietetics, Human Nutrition, Nutrition Education, Food and Nutrition, or Food Services Management required. Must be a Registered Dietitian licensed in the State of Minnesota. Certified Diabetes Care and Education Specialist (CDCES) preferred or willingness to work toward.

Duties/Responsibilities: Assist with menu development for programs seeking diabetes management and prevention related menus. Aids with case management of newly diagnosed patients and patients utilizing staged diabetes management per referral. Reviews, develops, and selects appropriate educational materials to be used with clients and for use in training health care professionals and para professionals.

Community Health Representative Manager ~ Health ~ D.O.Q ~ Job Code: 24-051

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

Summary: Manages Community Health Representatives. Scheduling transportation to and from medical, dental and behavioral health appointments.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Must successfully complete the online CHR Training Course within the first 90-days of employment. Register and take the Community Health Worker courses within one year of employment. CPR certified within the first 90-days of employment.

Duties/Responsibilities: Responsible for submitting billing sheets weekly to billing department. Responsible for hiring within the program. Provide transportation to medical, dental and behavioral health appointments for dialysis, cancer, elder, diabetic and handicapped patients.

Building Worker (S. Lake) ~ DPW ~ \$15.00/hr ~ Job Code: 24-052

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

Summary: Responsible for performing labor, custodial, grounds keeping, building and mechanical maintenance.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Six months to one year of general experience.

Duties/Responsibilities: Performs grounds care, including but not limited to, mowing, trimming, edging, pruning, fertilizing, watering, reseeding, applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs, snow removal, spreading sand, salt or ice melt. Performs custodial tasks, including but not limited to, sweeping, vacuuming, extracting, mopping and polishing floors; washing, painting, ceilings, interior, exterior walls and siding; cleans windows and blinds; cleans bathrooms, showers and fixtures.



Building Worker (Onigum) ~ DPW ~ \$15.00/hr ~ Job Code: 24-053

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

Summary: Responsible for performing labor, custodial, grounds keeping, building and mechanical maintenance.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Six months to one year of general experience.

Duties/Responsibilities: Performs grounds care, including but not limited to, mowing, trimming, edging, pruning, fertilizing, watering, reseeding, applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs, snow removal, spreading sand, salt or ice melt. Performs custodial tasks, including but not limited to, sweeping, vacuuming, extracting, mopping and polishing floors; washing, painting, ceilings, interior, exterior walls and siding; cleans windows and blinds; cleans bathrooms, showers and fixtures.

Narcotics Investigator ~ DPS ~ D.O.Q ~ Job Code: 24-057

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: To develop, plan, conduct and monitor criminal and administrative investigations. 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, with additional trainings/certifications as applicable.

Duties/Responsibilities: Conduct interviews pertaining to investigations. Obtain and corroborate documents or physical evidence. Collaborating with criminal investigators and prosecutors to develop case information for use in pressing charges and bringing suspects to trail.

Police Officer (Full time) (3) ~ DPS ~ D.O.Q ~ Job Code: 24-058

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Tribal Police Officers protect life and property, preserve the peace, prevent offenses, detect and apprehend offenders and help those in need of assistance.

Education/Experience: POST Board certified or eligible to be POST Board certified. Must have successfully completed Basic Police Training Program and/or program provided by Federal Law Enforcement Training Center. No previous Law Enforcement experience required.

Duties/Responsibilities: Enforcement of Federal Laws, State of Minnesota Statutes and traffic laws, Beltrami, Cass, Hubbard and Itasca County laws and Leech Lake Band of Ojibwe laws and ordinances. Promote crime prevention and undertake community policing activities to improve quality of community life. Patrol assigned areas on foot or in vehicles to check security of property and watch for unusual activity. Maintain daily log sheets, reports, investigations, and citations.

Dispatcher (Full time) (2) ~ DPS ~ D.O.Q ~ Job Code: 24-059

Summary: Provide communications directly with Police Officers acting as the communications center for LLTPD and other law enforcement agencies and for persons needing LLTPD Police assistance or services.

Education/Experience: High School Diploma or General Education Diploma required.

Duties/Responsibilities: Determine the nature and take action on telephone calls such as the need for police, fire department or ambulance service or general LLTPD services, and answer telephone calls to a specific employee and maintain a message log of all calls and delivering messages to the appropriate person. Ensure all radio transmission from the officers in the field are answered promptly, evaluated efficiently and responded to courteously. Create initial complaint report (ICR) and determine type of assistance required.

Dispatcher (Part time) ~ DPS ~ D.O.Q ~ Job Code: 24-060

Summary: Provide communications directly with Police Officers acting as the communications center for LLTPD and other law enforcement agencies and for persons needing LLTPD Police assistance or services.

Education/Experience: High School Diploma or General Education Diploma required.

Duties/Responsibilities: Determine the nature and take action on telephone calls such as the need for police, fire department or ambulance service or general LLTPD services, and answer telephone calls to a specific employee and maintain a message log of all calls and delivering messages to the appropriate person. Ensure all radio transmission from the officers in the field are answered promptly, evaluated efficiently and responded to courteously. Create initial complaint report (ICR) and determine type of assistance required.



Law Enforcement Intern (2) ~ DPS ~ \$21.00/hr ~ Job Code: 24-063

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Serves as intern while completing Law Enforcement degree to foster an awareness of the civic, social, and moral responsibilities of the Criminal Justice system to society.

Education/Experience: Currently enrolled in an accredited post-secondary educational institute, working towards a degree in Law Enforcement.

Duties/Responsibilities: Plan and execute various projects for the department including, but not limited to, conducting research by a variety of means via examination of records, use of the internet, and performing statistical analysis. Represent the department at various public functions such as community events, meet and greets, presentation assistance, and other public functions assigned by supervisor. Serves as Dispatch Communication Officers when requested.

Domestic Violence/Sexual Assault Investigator ~ DPS ~ \$32.50/hr ~ Job Code: 24-064

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

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

Education/Experience: POST board Certified. Three years of law enforcement experience preferred. Four year degree in Law Enforcement preferred.

Duties/Responsibilities: Conduct interviews pertaining to investigations. Provide crime scene management, conducting searches and processing evidence. Collaborating with criminal investigators and prosecutors to develop case information for use in pressing charges and bring suspects to trial.

Mental Health Professional (4) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-065

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

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.

Education/Experience: Master's degree in 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: Complete initial assessment and reviews client history, including medical and family background and related environment. Provides comprehensive DSM standard diagnostic assessment and/or other MH diagnostic assessment type based on need and service. Designs or collaborates with Mental health Practitioner to write individual treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled.

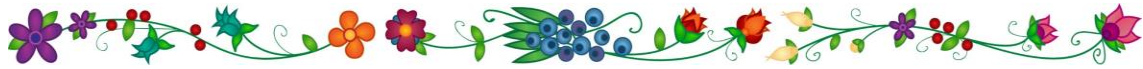
CTSS Mental Health Practitioner (4) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-066

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

Summary: Responsible for providing rehabilitative skills training to CTSS qualifying child/adolescent clients in community and school-based settings to restore personal and social functioning to the proper developmental level. Included as part of a MN DHS certified CTSS team that provides a flexible package of mental health services to children who require varying therapeutic and rehabilitative levels of intervention.

Education/Experience: Bachelor's degree in a Behavioral Science or related field from an accredited college or university and meets requirements for supervision and continuing education with 2000 hours of documented mental health services. May also meet eligibility by meeting only one of the requirements listed: If no BA, must have completed 4000 hours of verifiable supervised experience in the delivery of services to adults or children with any of the following: mental illness, substance use disorder or emotional disturbance. A graduate student enrolled in Behavioral Sciences or related field. Has a Master's/Doctorate in Behavioral Sciences or related field.

Duties/Responsibilities: Become familiar with the Leech Lake Band of Ojibwe Human Services programs and social service and behavioral health agencies in surrounding counties. Develop rapport with guardians/parents of child client and engage the family in services and planning throughout the calendar year, as appropriate.



Long Term Case Manager (Part time) ~ Health ~ D.O.Q ~ Job Code: 24-068

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

Summary: Performs highly responsible and professional level social/nursing work involving assessment and support planning, and eligibility determination for publicly funded long-term services and support programs for seniors and persons with disabilities.

Education/Experience: Bachelor's Degree in Social Work required, Nursing with Public Health certification preferred, or in a closely related field, plus at least one-year of home and community-based experience required. Current license as a Social Worker or Registered Nurse required.

Duties/Responsibilities: Conduct comprehensive online MN CHOICE Assessments for clients by evaluating the status of their physical, mental, social and environmental health. Coordinate the provisions of long-term services and supports to ensure appropriateness, quality, cost effectiveness. Complete a plan of care for client.

Family & Community Support Specialist ~ Education ~ \$18.16/hr ~ Job Code: 24-069

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

Summary: Responsible for providing support for families in regards to family goal setting and attendance issues by building positive relationships and promoting family engagement.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Possess a Family Service Certificate or obtain within the first year of employment.

Duties/Responsibilities: Follow the HSPS guidance and ECD Attendance policy(s) on follow up and reporting requirement. Compile Family Goals into spreadsheet and distribute by classroom. Assist in planning and attend family engagement events and activities.

Diver Assisted Suction Harvest (DASH) Technician ~ DRM ~ \$20.00/hr ~ Job Code: 24-070

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for assisting the DRM DASH team in removing invasive species using diver assisted suction harvest. Will be required to assist in submerged aquatic plant surveys pre and post DASH work.

Education/Experience: A.A.S in Aquatic Ecology or related field required. B.S. in Aquatic Ecology or related preferred. Current PADI Open Water Diver's Certificate, or equal certification from accredited programs required.

Duties/Responsibilities: Provide minimal boat and equipment maintenance. Provide SCUBA proper equipment maintenance and handling. Collect field data for the purpose of progress reports, plus maintain a daily log of activities.

Ecological Restoration Technician ~ DRM ~ \$17.00/hr ~ Job Code: 24-071

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Assists the plant resources department in research and management projects related to native plants within the Leech Lake Reservation.

Education/Experience: Pursuing a Degree in Biology, Botany, Forestry, Natural Resource Management, or related field preferred, or have completed coursework in those fields. Familiarity with invasive species and local land/water conservation issues. Knowledge of tree pruning and care, mowing and general landscape maintenance.

Duties/Responsibilities: Work under the direction of the Botanist and/or crew leader to implement a variety of restoration projects intended to be control methods for non-native invasive species (NNIS). Follow protocol for field work and accurate data collection. Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation.

Seasonal Invasive Species Technician (2) ~ DRM ~ \$16.00/hr ~ Job Code: 24-072

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

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

Education/Experience: High School Diploma or General Education Diploma (G.E.D) with interest and experience in the control of non-native invasive species required. Currently perusing an A.S. or B.S. degree in Natural Resources Management, Biology, Forestry or equivalent studies preferred.

Duties/Responsibilities: 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). Follow strict protocol for field work to ensure goals are being achieved. Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation.



Assessment Worker (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 24-075

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible to assist with determining if child protection issues are a concern and take appropriate action to insure child safety.

Education/Experience: Minimum of an Associate's degree in a Human Services related field required, Bachelor Degree in Social Work (BSW) or other Human Service related field is preferred, degree requirement may be waived if in the process of obtaining a degree. Experience working in a Human Service field is preferred. Experience working with American Indian children and their families is preferred. Experience working with Tribal and/or District court systems is preferred. Experience in Microsoft Office/Excel applications is preferred.

Duties/Responsibilities: Work jointly with county social services in assessing child protection reports. Work with Leech Lake Foster Care Department and law enforcement in finding suitable and safe relative placement. Conduct investigations and family assessments to determine needs of family.

Case Manager (Child Welfare) (2) ~ Administration ~ D.O.Q ~ Job Code: 24-076

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible for providing comprehensive case management services to children and families who are involved in, or is at risk to be in the child welfare system. The goal is to work directly with children & parents with the intent to prevent or reverse the removal of children from the home. Provides support services to enhance or ensure the family's ability to achieve child safety, to teach, reinforce positive family relationship skills, and promote the well-being of and permanency of children in a stable home environment.

Education/Experience: Bachelor's Degree in Social Work (BSW) or other Human Services related field is required, Associate's Degree in Human Services may be considered, only if currently enrolled in an accredited post-secondary educational institute, working towards Bachelor's level degree and degree is obtained within two years. Minimum requirement is AA in Human Services Field required with Case Supervision required. Experience working with American Indian children and families is preferred. Experience in Microsoft Office applications is preferred.

Duties/Responsibilities: Manage a potentially high client case load of families residing with the Leech Lake Reservation boundaries. Develop a case plan with families and monitor to ensure goals are achieved. Conduct scheduled and unscheduled client home visits.

Family Support Specialist (Child Welfare) (2) ~ Administration ~ D.O.Q ~ Job Code: 24-077

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Responsible to provide transportation support for clients to maintain compliance with their case plans. Will also assist program staff with day to day operations to maintain effective and efficient program services.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). At least one year of experience working with Native American children, youth, and/or families is preferred but not required. At least one year of experience performing clerical duties preferred but not required.

Duties/Responsibilities: Assist clients in maintaining compliance with their case plans by transporting to and from supervised visits, medical appointments, court appointments, and other service appointments as assigned. Assist clients with personal support by transporting to purchase food, clothing, and household items as assigned. Supervise family visitation sessions at their assigned location to ensure safety of all parties present, and to observe family, parent, child interaction.

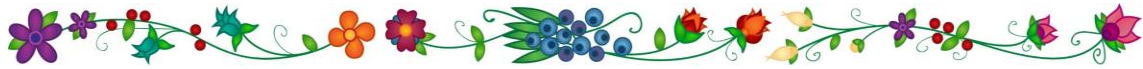
Eligibility Specialist (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 24-078

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED

Summary: Determines tribal membership eligibility for the Leech Lake Child Welfare Department. Work is performed under the general supervision of the Intake/Assessment Coordinator.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) with 2-4 years work experience in a Human Services or Social Work field. Associate's Degree in a Human Services related field preferred.

Duties/Responsibilities: Attend County EPC hearings on behalf of Leech Lake Child Welfare as necessary. Assist clients with MA applications and processes for determining eligibility. Conduct Kinship searches to identify eligible family members if applicable for case management.



Crisis Response Team Behavioral Health Specialist ~ Behavioral Health ~ \$30.90/hr ~ Job Code: 24-079

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

Summary: Responsible for providing direct mental health, crisis services to Leech Lake Reservation community members and families. Duties include providing suicide prevention, assessments, intervention, critical incident debriefing, and outreach services. Additional tasks include providing culturally based crisis response services, crisis related trainings to staff and community members, providing appropriate follow ups with clients, and being able to identify and utilize tribal and community resources.

Education/Experience: Bachelor's degree completed in Psychology, Human Services, Social Work, or related field required. Must have 2,000 hours of supervised Mental Health service delivery. Must qualify as a Mental Health Practitioner. Applicant should demonstrate a desire and willingness for additional ADC education and training. Applicant should have at least 30 hours of Crisis related trainings or must be willing to obtain upon hire. ADC II/III preferred. Crisis Response experience strongly preferred.

Duties/Responsibilities: Responsible for coverage of regular work day crisis response when activated by LLBH crisis line or via walk-in crisis, throughout the reservation including normal business hours, this position will respond directly to location of Crisis clients. Participate in multidisciplinary team meetings, present client data and solicit recommendations. Be familiar with area resources for both chemical and mental health related services/programming and make timely referrals.

Holistic Health Practitioner (Master Level) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-080

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

Summary: Develop, lead, and advise staff and programming that promotes and enhances the well-being of community members from an Indigenous lens and value system. Provide energy-based services (such as Reiki, Healing Touch, Traditional Cultural Healing) to address physical, emotional, mental, and spiritual needs of community members. Coordinate and implement Indigenous wisdom approaches and cultural best practice models as well as energy-based practice modalities into services. Provides strategic advice as requested to effectively promote program services provided through the Leech Lake Behavioral Health Division.

Education/Experience: Must be a Reiki Master Level III, or certified Healing Touch Practitioner, and/or a person held out by the community as someone to provide traditional healing and ceremonial practices and/or a midwife or doula. A minimum of 1-2 years active experience in holistic-based service delivery to clients, with a preference given to 3+years of active holistic health experience. Ability to speak Ojibwemowin with some fluency is beneficial. Experience in Anishinaabe cultural and seasonal ways of life, including but not limited to; storytelling, berry picking, maple syrup, wild rice, netting, traditional medicine gathering, and spiritual practices. Experience providing Reiki and/or Healing Touch traditional healing and ceremonial practices, and/or midwifery/doula with the ability to integrate that knowledge into services provided. Experience and knowledge of traditional-based medicines and/or herbal ways of healing with the ability to integrate that knowledge into service and products provided. Experience with, and understanding of, the benefits and limitation of holistic care. Experience providing holistic methods in health care that address the underlying energetic causes of dis-ease rather than treating symptoms of illness or disease. Experience providing holistic services to individuals who are experiencing mental health, crisis, or who are withdrawing from or in recovery from substances.

Duties/Responsibilities: Develop recommendations for follow-up or discharge planning for clients. Responsible for documentation and data collection pertaining to holistic health services. Assist in developing, coordinating and implementing Indigenous Wisdom-based services for prevention, maintenance and healing for Leech Lake Behavioral Health. Develop, implement, and provide opportunities for holistic health services with a focus towards Indigenous teachings and ceremonies.

Advocate (Family Violence Program) ~ A&D ~ D.O.Q ~ Job Code: 24-081

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

Summary: Provide general support and service to battered women and children. Advocate on behalf of the women in seeking housing, employment and services related to seeking safety for victim and children. Assists in obtaining orders for protection and harassment orders. Provide prevention services when appropriate and requested.

Education/Experience: High School Diploma or General Education Diploma (GED) is required. Advocacy training is preferred.

Duties/Responsibilities: Develop and maintain a working relationship with local law enforcement agencies, the criminal justice system and work collaboratively in understanding the dynamics of victim services. Respond to crisis calls and make visits with victims of domestic abuse or sexual assault. Provide support services and transportation in response to victim's needs.



Help Desk T1 ~ MIS ~ D.O.Q ~ Job Code: 24-087

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM

Summary: Sets up workstations, deploys computers, runs network drops, technical support, troubleshooting, answers phones, and does support tickets.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. 2 or more years in IT experience preferred. Applicant will acquire CompTIA A+ Certification within one calendar year.

Duties/Responsibilities: Responsible for following up on tickets, taking internal notes, customer/user communications, correspondence. Operation of remote support appliances/software. Must maintain a working inventory of Printers, including addresses and drivers.

Community Health Representative (2) ~ Health ~ D.O.Q ~ Job Code: 24-088

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

Summary: Provision of individual assessment, therapeutic and follow-up services.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Must successfully complete the online CHR Basic Training Course within first year of employment.

Duties/Responsibilities: Provide transportation to medical appointments for dialysis, cancer, elder, diabetic and handicapped clients. Provide monitoring and assessment on a daily basis through home contacts in individual service areas. Provide follow-up care on medical referrals made by Public Health Nurses, hospital staff and other health professionals.

Emergency Medical Technician (EMT) Attendant (4) (Part Time) ~ Health ~ D.O.Q ~ Job Code: 24-089

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

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. Responsible for; maintaining ambulance unit's cleanliness, restocking of equipment, maintaining work/office space as assigned, completing documentation for all ambulance calls, and gathering insurance information and HIPPA privacy information on each patient.