Leech Lake Band of Ojibwe Summary of Job Openings
Publication Date: MONDAY, MAY 13th, 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 MAY 17th, 2024

Grounds Crew/Driver (Facilities Maintenance) (2) ~ DPW ~ $15.00/hr ~ Job Code: 24-106
**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM AND BCA REQUIRED**

**Summary:** Responsible to provide safe, clean and properly functioning buildings and grounds of the Leech Lake Band of Ojibwe facilities and property for guests and staff.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Six months to one-year 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. Performs maintenance and troubleshoots all building systems, utilizing Mechanical carpentry, plumbing & painting, basic electrical, masonry, plaster and sheetrock skills.

Accounting Clerk I ~ Finance/Accounting ~ $22.00/hr ~ Job Code: 24-107

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

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Possess an A.A. degree in accounting, finance, or related field; 2 to 4 years of related work experience; or a combination of both education and experience. Familiarity with New World financial system or similar accounting software.

**Duties/Responsibilities:** Reconcile bank statements. Post journal entries and assist in maintaining general, revenue, and expense ledgers. Assist in cash receipts, including bank deposits, when required.

THE FOLLOWING POSITION CLOSES ON MAY 24th, 2024

Employee Relations Manager ~ Human Resources ~ D,O,Q ~ Job Code: 24-117
**VALID CLASS D DRIVER’S LICENSE, SIGNED MVR FORM REQUIRED**

**Summary:** Conduct thorough and impartial investigations into complaints of workplace misconduct, including but not limited to harassment, discrimination, retaliation, and policy violations. Responsible to administer a very ambitious and diversified employee relations program. Emphasis is placed on coordinating resources and services that deliver a variety of options for our employees in an effort to promote positive solutions and a healthy working environment.

**Education/Experience:** Bachelor’s degree in Human Resources, Business Administration, Law, or related field is preferred. HR Management or related field is preferred. Minimum of 3 years of experience in HR investigations, employee relations, or related field. Experience in handling internal organizational investigations within Human Resources or Employee Relations. Training experience in business and organizational settings. An equivalent combination of education and experience will be considered.

**Duties/Responsibilities:** Works with employees at all levels of the Bands structure, taking a proactive role to promptly address and resolve concerns/issues. Receive and review complaints or allegations of misconduct, including harassment, discriminations, retaliation, and other policy violations. Conduct prompt, thorough, and impartial investigations into reported incidents, gathering relevant evidence, interviewing witnesses, and analyzing documentation.
Licensed Assisted Living Director ~ Health ~ D.O.Q ~ Job Code: 24-003

**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.

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

**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.

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

**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.

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

**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.

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

**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.
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.

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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.

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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.

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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.

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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 Maajiigin 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.
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.

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

**Valid Class D Driver’s License, Signed MVR Form and BCA Required**

**Summary:** Provides oversite to the daily operations of the Maajiiigin Center. Collaborate with Maajiiigin 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 Maajiiigin 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 Maajiiigin 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.

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 trial.
**Clinical Counselor (LPCC) required. Must be eligible for tribal licensure within 3 months of hire required.**

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

**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 meets requirements for supervision and continuing education with 2000 hours of documented mental health services. 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 and family treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled.

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

**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 meets requirements for supervision and continuing education with 2000 hours of documented mental health services. 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 and family 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**

**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, 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

**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.

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

**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

**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.

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

**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

**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.

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

**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

**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.


**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 apart 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.
Lead Cook (Maajiigin Center) ~ Education ~ $22.97/hr ~ Job Code: 24-091

**Summary:** Responsible for ensuring 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 General Education Diploma (G.E.D) required. Work experience in cooking in a large setting is preferred. Minimum one-year experience in a supervisory position is preferred.

**Duties/Responsibilities:** Supervise, support, train, evaluate and provide general guidance to the Cooks. Plan and follow the cycle menu that provides creditable and nutritional meals for children. Facilitate the menu planning with administration staff in menu planning process.

Domestic Violence Officer ~ DPS ~ $30.00/hr ~ Job Code: 24-092

**Summary:** Protect life and property, preserve the peace, prevent offenses, detect and apprehend offenders and assist surrounding agencies in need of assistance, with an emphasis on domestic violence related crimes and offenses.

**Education/Experience:** Two years of Law Enforcement experience preferred. Must have successfully completed; Basic Police Training Program and/or program provided by a Federal Law Enforcement Training Center. MN POST Board certified.

**Duties/Responsibilities:** Promote crime prevention and undertake community-policing activities to improve quality of community life. Patrol assigned areas within the Reservation, including all communities, housing areas, roadways and waterways, federal and tribal buildings on foot or in vehicles to check security of property and watch for unusual activity. Examine scenes of crimes or accidents to locate and obtain evidence for testing analysis.

Grants Manager/Data Records Technician ~ DPS ~ $24.15/hr ~ Job Code: 24-093

**Summary:** Responsible for review of grants; reports, documents and creates files for new or existing Federal, State, grants obtained by the Department of Public Safety. Follows up with grant/ budget recommendations directed by the Public Safety Director. Works closely with program director with regard to submission of narrative progress reports to funding agencies, purchases of equipment, supplies and other requirements of the grant. Provides technical assistance to program director in regard to timeline compliance with grant guidelines.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associate's Degree in Business Administration Management or Accounting is preferred.

**Duties/Responsibilities:** Prepare and maintain a reporting database of all grants and contracts, reporting periods and renewal due dates. Research new funding sources to include, but not limited to: Federal, State, Foundations and Corporations. Assists Program Managers with budget modifications and grantor notifications as required.

Security Guard (Part time – OTP) ~ A&D ~ $18.00/hr ~ Job Code: 24-094

**Summary:** To provide a safe and secure environment for patients, visitors and employees. Patrolling opening doors, checking alarms, escorts and any unusual activity regarding security.

Gaa-Niigaaniziwaad Mentor (Part time) (6) ~ Education ~ $18.00/hr ~ Job Code: 24-095

**Summary:** Responsible for planning and implementing activities for youth in the area of traditional Ojibwe activities that incorporate traditional ecological knowledge pertaining to emotional, spiritual, physical, mental health and well-being.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Two years’ experience working with youth is preferred.

**Duties/Responsibilities:** Plan a wide range of diverse activities for youth that will consist of Cultural activities, Ojibwe language work & resources, and Ojibwe based health and wellness. Provide transportation to youth that have membership applications completed. Coordinate each Gaa-Niigaaniziwaad activity that is scheduled, select program dates, identify and reserve location/facility, identify target group, publicize event, address and provide transportation for youth, identify equipment needs.
Case Manager (Duluth) ~ Administration ~ D.O.Q ~ Job Code: 24-096

**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 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. Develop a case plan with families and monitor to ensure goals are achieved. Conduct scheduled and unscheduled client home visits.

Case Manager (Urban Office) ~ Administration ~ D.O.Q ~ Job Code: 24-097

**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 at risk to be in the child welfare system.

**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. Develop a case plan with families and monitor to ensure goals are achieved. Conduct scheduled and unscheduled client home visits.

Driver (Part time – OTP) ~ A&D ~ $18.00/hr ~ Job Code: 24-098

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

**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) required.

**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. Vehicle maintenance and cleaning.

Cook (Opioid Treatment Program) ~ A&D ~ $18.75/hr ~ Job Code: 24-099

**BCA REQUIRED**

**Summary:** Responsible for meeting each client’s nutritional needs, providing a sanitary environment and establishing good eating habits that promote healthy developmental and life-long well-being for clients and children.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) preferred or attain within the first year of employment.

**Duties/Responsibilities:** Ensure dishes are washed, sanitized and put in proper place. Conduct an inventory of foods before placing grocery order to control costs when needed. Be aware of special dietary needs for specific clients or children and comply with those needs.

Maternal Child Health RN ~ Health ~ D.O.Q ~ Job Code: 24-101

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

**Summary:** Works with women (prenatal and post partum) at the highest risk for having poor birth outcomes; providing home visits, acting as a referral source for clients, making physical assessments, screening for risk factors and setting goals for the client with follow-up made through the first three years of the child’s life. Also assists with car seat distribution.

**Education/Experience:** Licensed Registered Nursing or Public Health Nursing Certification is required. Experience in Public Health preferred or willing to train for position.

**Duties/Responsibilities:** Makes physical assessments; screening for risk factors; case management, smoking status assessment, housing assessment, domestic violence assessment, depression screening and substance abuse assessment. Required to have 50-75% of the work week meeting with clientele; willing to go into client homes. Provide community educations & trainings: Group Sexual Education and prevention classes.
**Advanced Practice Provider (Tribal Clinics) ~ Health ~ D.O.Q ~ Job Code: 24-102**

**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.

**Duties/Responsibilities:** Education of and effective communication with those serve, concerning the diagnosis and treatment of their medical conditions, appropriate preventative measures and used of the health care system. 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. Utilize the resources of the reservation community.

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**Shelter Technician (Bena Shelter – Full time) ~ Administration ~ $16.75/hr ~ Job Code: 24-103**

**BCA REQUIRED**

**Summary:** Will serve as a facilitator for individuals and families of the Leech Lake Homeless Shelter (LLHS), performing all day-to-day intakes, assessment and operations, such as helping people achieve self-sufficiency; including setting goals and accessing resources and referrals for employment, childcare and housing opportunities.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associates Degree from an accredited college in human services field preferred, or equivalent leadership experience directly related to supervisory tasks in group/residential setting preferred. Must have Food Safe Serve Certificate and current CPR and First Aid for adult, child, and infant within three months of employment. Must be Homeless Management Information System (HMIS) certified within three months of employment.

**Duties/Responsibilities:** Assist Shelter Manager with new client application, interview and intake process. Ensure flow of critical information including documentation and shift change to bring forward issues and occurrences that take place while on shift. Plan and implement program activities for Homeless Shelter guests.

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**Shelter Technician (Bena Shelter – Part time) ~ Administration ~ $16.75/hr ~ Job Code: 24-104**

**BCA REQUIRED**

**Summary:** Will serve as a facilitator for individuals and families of the Leech Lake Homeless Shelter (LLHS), performing all day-to-day intakes, assessment and operations, such as helping people achieve self-sufficiency; including setting goals and accessing resources and referrals for employment, childcare and housing opportunities.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associates Degree from an accredited college in human services field preferred, or equivalent leadership experience directly related to supervisory tasks in group/residential setting preferred. Must have Food Safe Serve Certificate and current CPR and First Aid for adult, child, and infant within three months of employment. Must be Homeless Management Information System (HMIS) certified within three months of employment.

**Duties/Responsibilities:** Assist Shelter Manager with new client application, interview and intake process. Ensure flow of critical information including documentation and shift change to bring forward issues and occurrences that take place while on shift. Plan and implement program activities for Homeless Shelter guests.

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**Summer Food Cook (Mission) ~ Education ~ $18.16/hr ~ Job Code: 24-108**

**BCA REQUIRED**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.
**Summer Food Cook (Prescott) ~ Education ~ $18.16/hr ~ Job Code: 24-109**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.

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**Summer Food Cook (Bena) ~ Education ~ $18.16/hr ~ Job Code: 24-110**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.

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**Summer Food Cook (Ball Club) ~ Education ~ $18.16/hr ~ Job Code: 24-111**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.

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**Summer Food Cook (Onigum) ~ Education ~ $18.16/hr ~ Job Code: 24-112**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.

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**Summer Food Cook (Sugar Point) ~ Education ~ $18.16/hr ~ Job Code: 24-113**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.
**Summer Food Cook (Inger) ~ Education ~ $18.16/hr ~ Job Code: 24-114**

**BCA REQUIRED**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.

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**Summer Food Cook (Boy Lake) ~ Education ~ $18.16/hr ~ Job Code: 24-115**

**BCA REQUIRED**

**Summary:** Responsible for meeting required meal patterns, provide a sanitary environment and establishing good eating habits that promote healthy development.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Work experience in cooking in a large setting preferred.

**Duties/Responsibilities:** Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.

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**Receptionist (ECD) ~ Education ~ $18.16/hr ~ Job Code: 24-116**

**BCA REQUIRED**

**Summary:** Responsible to maintain organization of program documents and 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 preferred.

**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. Maintain an archive of office records and recover identified materials within the filing system.

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**Bailiff (Part time) ~ DPS ~ $26.50/hr ~ Job Code: 24-118**

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

**Summary:** Ensures order and security within the courtroom.

**Education/Experience:** Must have law enforcement experience. Must have successfully completed Basic Police Training Program and/or program provided by Federal Law Enforcement Training Center. POST License eligible.

**Duties/Responsibilities:** Attend all sessions of court. Announce “all rise” in a clear and firm voice when judge or panel members enter and leave the room. When the council for either side state will call a witness, the Bailiff will leave the courtroom, find the witness, and return with them to the courtroom without delay.
New Job Opportunities with the Leech Lake Cannabis Company!

Publication Date: THURSDAY, MAY 2, 2024
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
Call: 218-335-3698 or toll free 1-800-631-5528 for more information.

The following positions are open until filled

Position: Floor & Compliance Lead, Full-time
Positions: 1
Certification: Valid MN Driver’s License or valid state ID
Supervisory: Supervise, manage, and direct the activities of the sales team.
Department: Leech Lake Cannabis Company
Summary:
We are hiring for the position of Lead, Floor & Compliance for Leech Lake Cannabis Company. In this position, you will support the store manager in ensuring that all daily operating procedures are performed as required while promoting a company image of excellence through a strong work ethic, leadership by example, and the consistent delivery of impeccable customer service and store visual presentation. You’ll also maximize sales through the development and supervision of sales staff. This position is also responsible for ensuring compliancy for business operations while adhering to company and applicable laws and regulations. Successful applicants will possess an associate degree or equivalent work experience in a retail environment. Cannabis industry experience is preferred but not required.

Position: Budtender, Full-time
Positions: 3
Certification: Valid MN Driver’s License or state ID
Supervisory: None
Department: Leech Lake Cannabis Company
Summary:
We are looking for a budtender for Leech Lake Cannabis Company. Budtenders assist customers with their purchases. They recommend suitable cannabis products to customers, address customers' concerns, and ensure that sales floors are adequately stocked. We are looking to employ a knowledgeable and experienced budtender to assist customers in selecting suitable cannabis products. To be successful as a Budtender, you should keep abreast of the latest developments in cannabis laws to maintain legal compliance. Ultimately, an outstanding budtender should be able to demonstrate excellent communication and customer service skills by ensuring that customers are well-informed and satisfied with their purchases. Our Budtenders are often the first experience a consumer has with our products, and it’s imperative that the experience is one of education, experience, and value.