

## Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, JUNE 9<sup>th</sup>, 2025**

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### THE FOLLOWING POSITION CLOSES ON JUNE 13<sup>th</sup>, 2025

**Vocational Job Counselor ~ Education ~ D.O.Q ~ Job Code: 25-106**

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

**Summary:** Develop and coordinate services with families and children who are MFIP and NEW consumers at risk of completing their lifetime benefits, are in sanction status, and/or have an employment exempt status while helping navigate career paths through guidance and support by assisting with skill building, identifying values, and goals.

**Education/Experience:** Bachelors Degree or five (5) years experience in Employment & Training, Vocational Counseling, Social Work or related field. Four or more years experience working with the local Indian community required. Two or more years of working with hard to serve clients in the area of employment training required. Individual and group counseling experience, including skills in confrontation and motivational techniques, problem solving and self-esteem building required.

**Duties/Responsibilities:** Provide intense counseling and case management services to Minnesota Family Investment Program (MFIP) participants who are close to their 60 months and Native Employment Works (NEW) participants to overcome barriers to financial self-sufficiency. Develop an employment plan consisting of services responsive to the assessed need of the family. Oversee and plan job skills and job club events and meetings which may include other hours outside of normal working hours.

### THE FOLLOWING POSITION CLOSES ON JUNE 20<sup>th</sup>, 2025

**Sustainability Coordinator ~ DRM ~ \$20.00/hr ~ Job Code: 25-107**

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

**Summary:** Will support and lead the development and implementation of sustainability initiatives across the Leech Lake Reservation. This position will coordinate and implement projects, conduct outreach and education, manage data and reporting, and collaborate with departments, partners, and the community to help the Band meet its environmental and climate resilience goals.

**Education/Experience:** Bachelors of Science Degree in Engineering, Environmental Science, Climate Resilience or related field required or two years of direct experience working in sustainability sector, energy efficiency, or related fields. Experience with renewable energy and project management preferred.

**Duties/Responsibilities:** Track relevant information and available resources staying up-to-date with the rapidly changing field through publications, memberships, electronic services as well as formal and informal networks. Researches, identifies and prepares proposals for grants/funding from government and non-governmental funding sources. Serves as a tribal-wide consultant on sustainability issues working with tribal government divisions, departments and the local communities on a wide array of sustainability issues.

### 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.



**Clinical 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.

**Home Healthcare RN (2) ~ 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.

**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.

**Mental Health Professional (2) ~ 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.

**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.



**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.

**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.

**Police Officer (Part time) ~ DPS ~ \$26.50/hr ~ Job Code: 24-137**

**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.

**Associate Child Welfare/Family Wellness Attorney ~ Administration ~ \$41.00/hr or D.O.Q ~ Job Code: 24-200**

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

**Summary:** Provides legal advocacy to the Leech Lake Child Welfare Department, including legal representation for the Band in Tribal Court and State Court. Work with Leech Lake Family Service agencies. Representation may include Child Support and the Leech Lake Vulnerable Adult Code. Additional work may include a review of contracts and negotiations with the State of Minnesota, the Department of Human Services, and County Governments.

**Education/Experience:** Juris Doctorate Degree. Three years of strong relevant Child Protection (CHIPS) experience with emphasis on the Indian Child Welfare Act. Three years of strong experience in family law. Experience working with American Indian children and families. Experience working with Tribal and/or District court systems. Experience in Microsoft Office applications and case management software.

**Duties/Responsibilities:** Defend and prosecute on behalf of the Leech Lake Band of Ojibwe in all actions arising under the jurisdiction of the Leech Lake Tribal Court, state district courts, and forums. Coordinate, organize, and track legal obligations for Leech Lake Family Services administration and programs. Coordinate legal activities between the Leech Lake Child Welfare program, other tribal departments, government organizations, and local county/state agencies.

**Staff Accountant II ~ Finance/Accounting ~ D.O.Q ~ Job Code: 24-202**

**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.





**Energy Grants Manager ~ DRM~ D.O.Q ~ Job Code: 24-213**

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

**Summary:** Works with Sustainability program staff to identify, apply for, and administer energy-related grants and funding opportunities.

**Education/Experience:** Associate of the Arts (AA) degree in General Education required. Bachelor's Degree in a relevant field such as environmental science, public administration, or business administration is preferred. Minimum of 2 years of experience managing grants, preferably with a focus on clean energy or sustainability projects preferred. Experience working with Tribal governments or communities is preferred.

**Duties/Responsibilities:** Develop compelling grant proposals that clearly articulate project goals, timelines, budgets, and impact potential. Oversee the entire grant lifecycle, from pre-award planning through post-award reporting and evaluation. Manage complex grant budgets, ensuring responsible fiscal oversight and compliance with funding agency requirements. Liaise with funding agencies, providing updates and addressing inquiries.

**Diabetes Registered Dietitian ~ Health ~ D.O.Q ~ Job Code: 24-214**

**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.

**Infant Toddler Teacher (Ongium) (3) ~ Education ~ \$18.61/hr ~ Job Code: 24-219**

**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.

**Behavioral Health Case Manager ~ Health ~ D.O.Q ~ Job Code: 25-001**

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

**Summary:** Provide clinic and community-based behavioral health services to adults and adolescents. Conduct clinic and community-based mental health and chemical dependency screenings. Provide brief intervention counseling to individuals and families. Provide case management and facilitate care coordination within the community.

**Education/Experience:** A Bachelor's Degree in Social Work, Psychology, Community Health, or a related behavioral sciences field is required. Experience in the assessment of client needs is preferred. Preference is given to applicants with experience related to cultural competency with Native Americans, domestic violence, and chemical dependency.

**Duties/Responsibilities:** Respond to referrals and complete intake paperwork with clients to determine service eligibility. Document and monitor the documentation of all services provided through client records and data (i.e. demographic data, treatment plans, psychosocial history, progress notes, discharge planning). Act as a liaison between clients and community service providers, ensuring seamless access to tribal clinics, housing support, and behavioral health programs.



**Environmental Fellowship Attorney ~ Legal ~ \$44-\$52/hr ~ Job Code: 25-008**

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

**Summary:** Assists the Legal Department Director with analysis for ongoing legal cases and issues in a broad spectrum of practice areas central to the needs of the Leech Lake Band of Ojibwe. Responsible for preparing and analyzing contracts, legal documents, Tribal Codes, Ordinances, and Resolutions. Will represent the Band in Leech Lake, state, and federal courts. This position is focused on environmental justice and protection issues and will have assignments including, but not limited to the St. Regis Paper Company Superfund Site in Cass Lake, MN, easement and right-of-way matters related to energy development, and natural resources and environmental matters. The selected candidate will work through a fellowship sponsored by the New York University School of Law State Energy & Environmental Impact Center (State Impact Center). This is a one-year position that has the opportunity to continue after that year if funding remains available. Under the structure of the fellowship, the appointed attorney will work solely under the direction of the Legal Department Director but would be an employee of NYU.

**Education/Experience:** Juris Doctorate Degree from an accredited law school required. Candidate with at least 5 years of experience preferred, but all qualified applicants will be considered. Knowledge and understanding of a variety of issues, including but not limited to matters of federal Indian law, business law, insurance law, tax law, corporate law, finance law, contract law, gaming law, employment law, environmental law, and health law. Strong understanding of unique ethical considerations related to the attorney-client relationship with a government client.

**Duties/Responsibilities:** Provide analysis for ongoing legal cases and issues including Business Transactions, Finance, Gaming, Government Affairs, Litigation, Environmental Law and Policy, Energy, Natural Resources, Taxation, Tribally controlled schools and colleges, and Tribal Housing. Researches and drafts complex legal opinions, prepares drafts of contracts, notices, ordinances, codes, resolutions and other legal documents. Stays current on all laws, statutes, court decisions or other developments that may affect the Band, its departments and entities.

**On Call Crisis Response Mental Health Professional (15) ~ Behavioral Health ~ \$20.00/OC, \$45.00/Act \$1000 bonus ~**

**Job Code: 25-011**

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

**Summary:** Responsible for providing clinical consultation and direction to mental health practitioners who will be providing phone, face-to-face assessment, intervention, and stabilization to both adults and children who reside on the Leech Lake Reservation who are experiencing a mental health crisis/emergency. The MHP provides provisional diagnoses, recommendations and oversight of the interventions offered by the mental health practitioner. The MHP may occasionally be responsible for providing face-to-face services as needed. Other tasks may include providing culturally observant referrals, and treatment plan oversight.

**Education/Experience:** Master's degree or Ph.D. in Psychology, Marriage & Family Therapy, Counseling, or Social Work and three (3) years' experience in the mental health field. Must be a Licensed Psychologist (LP), Licensed Independent Clinical Social Worker (LICSW), Licensed Marriage and Family Therapist (LMFT), or Licensed Professional Clinical Counselor (LPCC). Crisis Response Experience Strongly Preferred.

**Duties/Responsibilities:** Provide education on interventions including supportive counseling, traditional cultural intervention when appropriate. Report data and summaries relating to clients served in crisis situations. Participate in multidisciplinary treatment team meetings present client data and solicit recommendations.

**On Call Crisis Response Mental Health Practitioner (15) ~ Behavioral Health ~ \$20.00/OC, \$45.00/Act \$1000 bonus ~**

**Job Code: 25-012**

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

**Summary:** Responsible for providing direct mental health, crisis services to community members within the boundaries of Leech Lake Reservation. Duties include providing suicide prevention, assessments, intervention, critical incident debriefing, and outreach services. Additional tasks include providing culturally based crisis response services providing appropriate follow ups with clients, and being able to identify and utilize tribal and community resources. This position works closely with Mental Health Professionals and Treatment Supervisors for consultation and treatment recommendations.

**Education/Experience:** Must qualify as a Mental Health Practitioner according to MN Statute 245I.04 subd.4 Bachelor's degree completed in Psychology, Human Services, Social Work, or related field preferred. Applicant should have at least 30 hours of Crisis related trainings or must be willing to obtain upon hire. Crisis Response Experience Strongly Preferred.

**Duties/Responsibilities:** Facilitate and support client reintegration and healthy transitions back into homes, routines, and communities after Mental Health treatment, referrals, and/or placements. Report data and weekly summaries relating to clients served and crisis situations. Participate in multidisciplinary team meetings, present client data and solicit recommendations.



**Land Use Administrator ~ DRM ~ \$20.00/hr ~ Job Code: 25-016**

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

**Summary:** Responsible for performing various functions in the Leech Lake Band of Ojibwe's Land Department as it relates to surface and subsurface leasing, permitting and rights-of-way, land acquisition and disposal, trust estates, planning and implementation of land use ordinances; in order to maximize utilization of Indian lands, generate revenue, assure all land transactions are advantageous to the Indian landowner and promote trust land consolidation activities.

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

**Duties/Responsibilities:** Consult and cooperate with the Land Use Committee during its study of the Reservation's land use needs and development of the Official Tribal Land Use Comprehensive Plan and development of the official Tribal Land Use Map. Issue or deny Building Permits according to the provisions of this Ordinance. Assure inspections are conducted of buildings and land use of land to determine compliance with the terms of this ordinance.

**Pre School Teacher (Onigum) ~ Education ~ \$18.61/hr ~ Job Code: 25-028**

**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.

**Watercraft Inspector (Full time Seasonal) ~ DRM ~ D.O.Q ~ Job Code: 25-039**

**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.

**Lead Patients Benefits Coordinator ~ Health ~ \$22.00-\$23.23/hr ~ Job Code: 25-041**

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

**Summary:** Assists clients with applications and screening for eligibility for publicly funded health care programs.

**Education/Experience:** Minimum High School Diploma or equivalent, post-secondary education preferred. Knowledge of Medicare/Medicaid, SSA, County DHS Offices, Tribal Programs and other related agencies policies and procedures.

**Duties/Responsibilities:** Identify clients/patients eligibility for Medical Assistance Programs, Social Security Programs/Medicare, Veteran's Programs and Benefits, and all other alternate resource health assistance programs. Assists in resolution of problems or complaints from clients regarding eligibility which may include assisting in the Appeal Process for Health Care Program denials. Follows up with applicants to assure that eligibility is determined and ongoing paperwork and payments, if needed are complete.

**Chemical Dependency Counselor (Women's Outpatient) (2) ~ A&D ~ D.O.Q ~ Job Code: 25-053**

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

**Summary:** Responsible for providing substance use disorder treatment services to women 18 years and older on/or near the Leech Lake Reservation.

**Education/Experience:** CADC 1, 11, or III or LADC certified. AA Degree in Human Services related field and at least three years supervised work experience in the Chemical Substance Use Disorder (SUD) field or an equivalent combination of education and work experience in the substance use disorder field would be considered.

**Duties/Responsibilities:** Assesses client needs through intake, identifies family environment, social, legal and medical issues and designs specific treatment plans on the continuum of care model. Actively participates with the treatment team for case reviews. Facilitates group counseling that relates to maintaining a recovery process for clients.



**Gekinwaa'amaaged (Teacher) ~ Education ~ D.O.Q ~ Job Code: 25-055**

**BCA REQUIRED**

**Summary:** In a team environment, 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:** High School Diploma or General Education Diploma (G.E.D) is required. Possess an Infant/Toddler CDA or AA degree in Early Childhood Development. CDA Certification preferred, willingness or in process of obtaining is acceptable.

**Duties/Responsibilities:** Be knowledgeable of and comply with Maajiigin and LLBO policies, the Leech Lake Child Care Licensing requirements and the Child Care Service Policies and Procedures. Increasingly utilize Ojibwe as the language of communication with children, families and colleagues. Complete and follow learnings plans (lessons). Assess and document each child's development through regular observations and reflection.

**Seasonal Invasive Species Technician (2) ~ DRM ~ \$15.00/hr ~ Job Code: 25-058**

**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:** Assist in the implementation of a variety of control methods for invasive species (mechanical control, bio-control release, etc.). Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation. Travel with crews on the reservation on a regular basis.

**HR Generalist ~ Human Resources ~ D.O.Q ~ Job Code: 25-059**

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

**Summary:** Provide support in various HR functions and assist in maintaining HR policies and procedures. This position requires a proactive individual who can handle multiple tasks in a fast-paced environment.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Associate's degree in Human Resources, Business Administration or a related field preferred.

**Duties/Responsibilities:** Assist in the recruitment process, including job posting, resume screening, scheduling interviews, and coordinating the onboarding process for new hires. Assist in benefits administration, including enrollment, changes, and communication with benefits providers. May assist in employee relations activities, including investigations, disciplinary actions, and conflict resolution.

**Case Manager (Duluth) ~ Administration ~ D.O.Q ~ Job Code: 25-064**

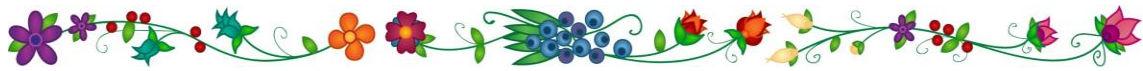
**VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM REQUIRED**

**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 or AA Degree in Social Work (BSW), Criminal Justice, Psychology or other Human Service related field is required or; Two years of experience in a Social Work, Criminal justice, Psychology or the Human Services field. Experience working with Native American Indian children and families 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.





**EMT Attendant (Part time) (8) ~ Health ~ \$22.00/hr ~ Job Code: 25-065**

**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:** Must be currently an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. 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:** Responsible for: maintaining ambulance unit's cleanliness, restocking of equipment. Responsible for completing documentation for all ambulance calls. Responsible for: gathering insurance information and HIPPA privacy information on each patient.

**Cook (ARC) (2) ~ A&D ~ \$18.00/hr ~ Job Code: 25-066**

**BCA REQUIRED**

**Summary:** Responsible for maintaining supplies and planning/preparing meals at the treatment program to ensure a healthy and nutritionally balanced diet for all residents.

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

**Duties/Responsibilities:** Cleans kitchen equipment and appliances daily, insures that table is set, dishes cleared, dishwasher stacked and unstacked following each meal. Inventories freezer and storeroom, places weekly grocery order with food distributor, working with established budget guidelines, processes upon receipt. Plans and prepares Sobriety Feast, special dinners, and resident picnics.

**Law Enforcement Intern (2) ~ DPS ~ \$21.00/hr ~ Job Code: 25-067**

**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.

**Surveillance Operator (Northern Lights Casino) (6) ~ Regulatory ~ D.O.Q ~ Job Code: 25-068**

**Summary:** Observes casino activities and protects property assets.

**Education/Experience:** High School Graduate or General Education Degree (G.E.D). No prior experience necessary.

**Duties/Responsibilities:** Observes the action of all Pit, Slot and other areas as assigned: Soft Count, Vault and Cashier cages. Reports immediately any abnormal activity that requires prompt action to the Shift Supervisor. Maintains a daily written account of any and all activities occurring during a shift.

**Community Health Representative (2) ~ Health ~ D.O.Q ~ Job Code: 25-069**

**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.

**Senior Maintenance Safety Technician ~ Education ~ \$23.92/hr ~ Job Code: 25-071**

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

**Summary:** Responsible for monitoring and maintaining a clean and safe environment within the Miziwegin facilities and Megkwayaak trail grounds. Coordinate the maintenance and servicing of HVAC units in the Miziwegin facility centers.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Any combination of experience and training that would provide required knowledge and abilities.

**Duties/Responsibilities:** Check, adjust temperatures of air condition equipment, furnaces, boilers and thermostats. Assist the Facilities Supervisor with water testing on all private well systems within the program as needed. Ensure daily sanitation of all bathrooms, hallways, and main traffic areas. Ensure daily trash removal of bathrooms, offices, and classrooms.





**Nutrition Manager ~ Education ~ D.O.Q ~ Job Code: 25-073**

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

**Summary:** Providing a sanitary environment; establishing a nutritional plan for educating children, families, and the community on good nutritional habits that promote healthy development and lifelong well-being.

**Education/Experience:** A.S. Degree in Nutrition or related field required. Knowledge in providing nutrition education to preschool children and families. Knowledge of the Child and Adult Care Food Program (CACFP), After School Snack Program (ASSP), and Summer Food Program (SFSP).

**Duties/Responsibilities:** Provide multi-site trainings per CACFP guidelines. Keep proper and accurate records of purchases, inventory, and meal count. Plan and submit in advance a five-week menu cycle that includes healthy and nutritious foods.

**Summer Food Cook (5) ~ Education ~ \$18.61/hr ~ Job Code: 25-075**

**VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND 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:** Must ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must be able to prepare dishes from recipes and adjust recipes quantities when needed. Conduct an inventory of foods before placing grocery order to control costs and waste.

**Shelter Technician (Bena Shelter – Part time) ~ Administration ~ \$16.75/hr ~ Job Code: 25-079**

**VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND 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 with ordering, purchasing and preparing all food and supplies for the Shelter. Assist Shelter Manager with new client application, interview and intake process. Plan and implement program activities for Homeless Shelter guests. Support guests, monitor, and assess behavior and well-being.

**EMT Supervisor (Health & Safety) ~ Regulatory ~ D.O.Q ~ Job Code: 25-083**

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

**Summary:** To oversee the operations of the Health and Safety Department on an assigned shift. To provide pre-hospital care, emergency medical treatment given to patients before they are transported to a hospital or other facility. Conduct alcohol and drug tests for Leech Lake.

**Education/Experience:** Must be currently an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. Supervisor experience preferred.

**Duties/Responsibilities:** Supervise the EMS staff on various assigned shifts. Responds to all persons needing care and treatment; controls life threatening situations to include maintaining an airway, artificial ventilations, bleeding, shock, diabetic reactions, cardiac arrest and traumas. Stabilizes non-life threatening situations to include dressing and bandages, splinting injured extremities, dealing with the psychological stress of patients and ill patients. Conducts alcohol and drug testing while insuring the integrity and confidentiality of each.



**Case Manager (Urban Office) ~ Administration ~ D.O.Q ~ Job Code: 25-085**

**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 and reinforce positive family relationship skills and to promote the well-being and permanency of children in a stable home environment.

**Education/Experience:** Bachelor's or AA Degree in Social Work (BSW), Criminal Justice, Psychology or other Human Service related field is required or; Two years of experience in a Social Work, Criminal justice, Psychology or the Human Services field. Experience working with Native 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.

**Wildlife Field Specialist ~ DRM ~ \$20.00-\$22.00/hr ~ Job Code: 25-086**

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

**Summary:** This is a technical position that assists the Wildlife Program in surveying and monitoring rare and sensitive species. Responsibilities include, but are not limited to conducting wildlife field surveys and assessments, responding to wildlife-related inquiries and concerns from the public, conducting environmental reviews, and working with a variety of stakeholders and agencies on wildlife management.

**Education/Experience:** Bachelors of Science degree in Wildlife Biology or related field is required. One year of experience in a Wildlife or related position is preferred.

**Duties/Responsibilities:** Attend and participate in meetings, seminars and training sessions related to job duties. Prepare reports and presentations related to wildlife projects and operations. Assist with other wildlife program projects and duties as assigned.

**Court Clerk ~ Tribal Court ~ D.O.Q ~ Job Code: 25-087**

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

**Summary:** Routine court clerical work. Answers and routes all phone calls. Greets, screens and refers all walk-in visitors to the Court Administration office. Responsible for the processing and maintenance of all filings in Leech Lake Tribal Court cases. Assists in maintaining the court and other file systems of the Tribal Court Administration in accordance with all applicable rules and regulations.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Minimum of 2 years' experience working within a judicial/court administration setting preferred. Will consider applicant who has exceptional clerical experience and skill set required for the position.

**Duties/Responsibilities:** Receives court filings and other documents related to cases through the mail and over the counter; stamps received filings and documents; determines general case category and makes case docket entries; assigns the case numbers and enters case intake information on the court information system; prepares case file folders; receipts payment of court fees, fines and restitution. Files documents, such as petitions, summons, affidavits, motions, depositions, judgments, proof of service and checks same for completeness and appropriate information.

**Grants & Budget Coordinator ~ A&D ~ D.O.Q ~ Job Code: 25-088**

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

**Summary:** Responsible for improving the quality of fiscal operations by maintaining and implementing a sound system of grants and fiscal management for A&D programs. Works closely with administrative management to ensure effective delivery of services and works as part of a team with other program staff to carry out the following tasks.

**Education/Experience:** Associates degree (A.A.) in Business and/or related field. Experience in grants and budgets and/or four years related work experience.

**Duties/Responsibilities:** Assist the A&D Director in the preparation of all SUD grant applications and budget projections. Keep updated list of all revenue and expense information for each grant contract. Prepare proposed budget activity for the Leech Lake Band of Ojibwe Budget Committee. Monitor budget activity and work closely with Leech Lake Band of Ojibwe accounting department to process any amendments or modifications as necessary.



**Nagaanizid Gekinwaa'amaaged (Lead Teacher) ~ Education ~ \$21.21/hr ~ Job Code: 25-092**

**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. Responsible for the approval of work hours, necessary adjustments and documenting reasons for adjustments in the electronic timekeeping system for all assigned staff. Provide oversight and appropriate guidance to teachers, interns and volunteers in the learning environment.

**Child Care Grants Coordinator ~ Education ~ D.O.Q ~ Job Code: 25-093**

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

**Summary:** Responsible for supervising and implementing the Child Care Development Fund (CCDF) and the MN Department of Education Early Learning Pathway I Scholarship grants and programming. Responsible for overseeing and ensuring the implementation of programming for the Maajiigin Infant/Toddler Center and the School Age Center. Ensure the Child Care Services programming and plan are inclusive of Ojibwemowin and Culture.

**Education/Experience:** AA or BA Degree in Early Childhood Development or related field with experience in the Early Childhood or Human Services field is required. Minimum of 5 years of administrative experience is required. Experience working within the tribal community is required. Ability to work effectively with young children's families and a large number of staff is required.

**Duties/Responsibilities:** Research and create proposals to find and secure money from outside funding sources for the program and serve as a resource person for the program as inquiries and reports arise. Complete all reports that are required by the terms and conditions of each contract. Develop forecasted budget needs for the program and submit them to the Child Care Services Program Director.

**Administrative Assistant (Behavioral Health) ~ Behavioral Health ~ \$20.03/hr ~ Job Code: 25-094**

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

**Summary:** Responsible for assisting in making appointments for all clients with the appropriate clinician, reminding them by letter the week of their appointment, arranging transportation when needed, and creating and maintaining all of the client files in a manner consistent with HIPAA (Health Insurance Portability and Accounting Act) and IHS Privacy and Security guidelines. Will upload referrals into the Leech Lake Behavioral Health (LLBH) E.H.R. respond to all requests for client information from outside agencies in a timely manner. Will also support the LLBH Administrative Manager, Office Manager, and Clinical Director with administrative duties as asked and work as part of a team to carry out the responsibilities listed below.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D.) One year or more experience in general office administrative support required. Experience in Microsoft Suite applications. Experience in E.H.R platforms. Experience and knowledge of Zoom and M Teams platform facilitation.

**Duties/Responsibilities:** Assist LLBH medication management clients with medication refills and work with pharmacy to obtain their medications. Maintain updated information on surrounding mental health service providers for community members seeking alternative mental health services. Use demographics and insurance information and authorization to enable the program to bill for mental health services provided from all alternate resources.

**Mental Health Clinical Trainee (MHCT) (2) ~ Behavioral Health ~ \$30.91/hr ~ Job Code: 25-095**

**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, as performed under the direct clinical supervision and in consultation with qualified Mental Health Professionals.

**Education/Experience:** Master's degree in Psychology, Counseling, Social Work, or Marriage and Family Therapy from an accredited college or university or must be a student in a bona fide field placement or internship under a program leading to completion of the requirements for licensure as a Mental Health Professional in Minnesota.

**Duties/Responsibilities:** Completes initial assessment and reviews client history, including medical and family background and related environment. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client. Participates in client consultations, client staffing, and client discharge planning, and provides follow-up services as needed. Provide referrals for client services to available resource and support services within the reservation and surrounding communities.





**Operations Manager ~ DPW~ D.O.Q ~ Job Code: 25-099**

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

**Summary:** Under the general direction of the Director of Public Works, directs, manages, supervises, evaluates and coordinates the activities of the Public Works Department and staff

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Minimum of four (4) years related experience directing an administration function, including direct supervision of staff with a strong emphasis on the training and professional development of the staff. Ability to and experience in managing a professional working relationship with contractors and consultants.

**Duties/Responsibilities:** Manage and participate in the development and implementation of goals, objectives, policies and priorities in the different programs of DPW, monitor progress toward long-term goals, revise as necessary. Select, train, motivate and evaluate DPW personnel; coordinate staff training, work with employees to correct deficiencies, implement discipline and termination procedures. Monitors all construction projects expenditures and budgets.

**EMT (Health & Safety) (2) ~ Regulatory ~ \$18.70/hr ~ Job Code: 25-100**

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

**Summary:** To provide pre-hospital care, emergency medical treatment given to patients before they are transported to a hospital or other facility. Conduct alcohol and drug tests for Leech Lake Band of Ojibwe.

**Education/Experience:** Must be currently an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. Must have 80 hour (minimum) course based on the U.S. Department of Transportation curriculum in Prehospital Emergency Care, CPR/AED certified, State and National Exams. Minimum renewal hours 24 every two years and Continuing Education Units for EMSRB.

**Duties/Responsibilities:** Determines nature and extent of patient conditions while trying to assess possible pre-existing medical problems. Determines level of care, patient assessment, medical care and mechanism of injury/illness. Use of non-medical skills, such as maintaining supplies and equipment, using good written communication skills, record keeping complete appropriate paperwork and run-sheets for all patients, including refusal for treatment, ensure patient fully understands what they are doing and the consequences of not going to the hospital.

**Training Officer (Health & Safety) ~ Regulatory ~ D.O.Q ~ Job Code: 25-101**

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

**Summary:** To provide training, mentoring, evaluating and instructing EMS trainees, new hires and current EMS personnel in the field of Operations and Clinical Competencies.

**Education/Experience:** Current Emergency Medical Technician (EMT) or higher license required. Must have 80 hour (minimum) course based on the U.S. Department of Transportation curriculum in Prehospital Emergency Care, CPR/AED certified, State and National Exams. Minimum renewal hours 24 every two years and Continuing Education Units for EMSRB.

**Duties/Responsibilities:** To ensure EMS for LLHS maintain all required training to maintain License (State/ National). Hold monthly trainings (In-Service) for all Health and Safety EMS. To maintain training records according to EMSRB/NREMT Guidelines. Completes daily computer data entry as requested by EMS Manager.

**Accounts Receivable Team Leader ~ Finance ~ D.O.Q ~ Job Code: 25-104**

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

**Summary:** Provide dependable financial services to the LLBO through expertise and practical procedures for processing and maintaining sound financial records.

**Education/Experience:** Associates degree (A.A.S. – Business Administration) or equivalent from two-year college or technical school; or two to four years' related experience and or training; or equivalent combination of education and experience.

**Duties/Responsibilities:** Monitor, advises, maintains, and reports on Accounts Receivable subsidiary and closeouts. Monitor, setup, and maintains customer master files as they apply to processing A/R transactions, internal billings, revenue, and required reporting requirements. Provide training and counseling to Division Directors on policies, procedures, regulations and revisions as they relate to A/R transactions, internal billings, required reporting and the processing of related forms.



**Legal Secretary ~ Legal ~ D.O.Q ~ Job Code: 25-105**

**Summary:** The Legal Secretary is a key administrative professional within the Legal Department, responsible for providing administrative, clerical, and organizational support to the attorneys, department leadership, and tribal programs seeking legal assistance. This position plays a critical role in ensuring efficient office operations, tracking legal requests, maintaining compliance with administrative policies, and supporting interdepartmental collaboration.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Two years of experience in technical office work, preferably in a legal office setting with an emphasis on records management, legal administration, and database management is preferred.

**Duties/Responsibilities:** Manage front desk operations, including answering and directing calls, assisting visitors, and managing door buzzer access for legal department clients. Assist attorneys with case file organization, scheduling meetings, hearings, and depositions, and managing related correspondence. Assist attorneys with records management, and gathering relevant laws, policies, and case precedents.

**Carpenter (Community Services) ~ DPW ~ \$20.00/hr ~ Job Code: 25-108**

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

**Summary:** Provide carpentry repairs for construction activity within the RTC Emergency Housing Repair Program.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) preferred. Two (2) years documented experience.

**Duties/Responsibilities:** Assist with the purchase and delivering materials to job sites. Measure, cut and install construction materials according to work orders. Meet and communicate with clients, vendors and suppliers.

**Training & Professional Development Coordinator ~ Education ~ D.O.Q ~ Job Code: 25-109**

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

**Summary:** Responsible for the facilitating and coordination of training and professional development for program. Responsible for coordinating the higher education programming for teachers and childcare providers. Coordinate Megwayak programming with team support. Support the community and family engagement programming.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. AA in Human Services or Early Childhood preferred. Will consider a related field with at least three years of experience in Early Childhood. Must be willing to complete the Early Childhood or Human Services AA degree.

**Duties/Responsibilities:** Facilitate the development & scheduling of the annual training plan according to contract, licensing requirements and program needs. Facilitate the trainer and training development for the LLECD service area and programs ensuring training meets requirements. Attend training committees and develop partnerships with other agencies to coordinate training opportunities.