

Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, AUGUST 1st, 2022**

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: danica.staples@llojibwe.net

LLBO Policy: HR must receive your application and/or documents by

4:30 p.m. on the closing date, to be considered for a position.

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

Due to COVID-19, interested parties are encouraged to submit employment applications and related documents via email, when possible.

THE FOLLOWING POSITIONS CLOSE ON AUGUST 12th, 2022

Archaeological Technician ~ DRM ~ Job Code: 22-093

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

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

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

Duties/Responsibilities: Conducts archaeological fieldwork, including shovel testing, pedestrian survey and formal excavation (must be prepared to carry water and lunch on your person while conducting survey in remote locations). Assists with mapping and documentation of archaeological sites found during survey. Assists with archaeological laboratory work, including washing, identifying, weighing, counting, sorting and cataloging artifacts recovered during field investigations.

Transportation Dispatcher (2) ~ Fleet Management ~ Job Code: 22-100

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

Summary: Answer telephone calls, maintain a message log of all calls and deliver messages to the appropriate vehicle operators.

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

Duties/Responsibilities: Perform in full capacity as main dispatch center. Ensure all radio transmissions in the field are answered promptly, evaluated efficiently and responded to courteously. Inform management of shift activity by maintaining operational and driver reports/records.

Transportation Vehicle Operator (3) ~ Fleet Management ~ Job Code: 22-101

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

Summary: To provide transportation in connection with tribal transportation of for the Leech Lake Band of Ojibwe employees, casino employees and guests, students, and the public.

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

Duties/Responsibilities: Implements approved Policies and Procedures, controls and directives to affect deficiencies for the attainment of LLBO's objectives and goals while safeguarding all assets relative to the Transportation operations. Provide daily reports to management. Must have complete knowledge of travel locations and addresses in the local communities served.

Transportation Dispatcher (Part time) ~ Fleet Management ~ Job Code: 22-102

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

Summary: Answer telephone calls, maintain a message log of all calls and deliver messages to the appropriate vehicle operators.

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

Duties/Responsibilities: Perform in full capacity as main dispatch center. Ensure all radio transmissions in the field are answered promptly, evaluated efficiently and responded to courteously. Inform management of shift activity by maintaining operational and driver reports/records.



Transportation Vehicle Operator (Part time) (2) ~ Fleet Management ~ Job Code: 22-103

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

Summary: To provide transportation in connection with tribal transportation of for the Leech Lake Band of Ojibwe employees, casino employees and guests, students, and the public.

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

Duties/Responsibilities: Implements approved Policies and Procedures, controls and directives to affect deficiencies for the attainment of LLBO's objectives and goals while safeguarding all assets relative to the Transportation operations. Provide daily reports to management. Must have complete knowledge of travel locations and addresses in the local communities served.

THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED

Emergency Medical Technician (EMT) Attendant (4) (Part Time) ~ Health ~ Job Code: 21-009

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

PROOF OF COVID-19 VACCINATION REQUIRED

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

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

Mental Health Professional (4) ~ Human Services ~ Job Code: 21-018

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 (ie: brief, extended, etc.). Designs or collaborates with Mental health Practitioner to write indivual treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client.

Infant Toddler Teacher (Onigum) ~ Education ~ Job Code: 21-023

BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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.



Cook (Cass Lake) ~ Education ~ Job Code: 21-024

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible in meeting each child's nutritional needs, providing 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).

Duties/Responsibilities: Maintain a safe and sanitary kitchen and equipment. Assist Health, Nutrition & Safety Manager and others in menu planning process. 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.

Demographer Research Manager ~ Tribal Development ~ Job Code: 21-033

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

Summary: Responsible for comprehensive Band data collection including demographics. Demographic data collection to includes, but is not limited to: employment, education, income, marriage rates, birth and death rates. Collation of demographic data for purposes of policy development and economic development and market research, which for information purposes will serve as the official basis for the Band's short and long-range planning.

Education/Experience: Master's degree or Ph.D. preferred. Bachelor's degree in social sciences (e.g., Economics, Political Science, Sociology, Psychology, Communication), or in a quantitative field (e.g., Statistics, Informatics, Econometrics) required. Experience in public speaking to effectively communicate with various audiences. Extensive knowledge of demographic techniques, methodologies, and statistical analysis. Working knowledge of the laws governing data collection and privacy. Experience working with other agencies including related to data collection. Establish and maintain effective working relations with public officials, agencies and planning groups. Ability to use of software programs relevant for reporting, presenting and conducting statistical analysis. Knowledge of the Federal Bureau of the Census activities and programs.

Duties/Responsibilities: Develop and operate a data information system which will store and retrieve Band-related data and information, including program and services data from and for the Band's political subdivisions, operations, and programs. Direct or assist in strategic planning, project/program design and curriculum development, and with formulating Band policies, programs, and grant applications. Monitor and review Tribal demographic information made by state agencies, political subdivisions, other states, federal agencies or non-governmental persons, institutions or commissions.

Infant Toddler Teacher (Bena) ~ Education ~ Job Code: 21-036

BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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.

Infant Toddler Teacher (Ball Club) ~ Education ~ Job Code: 21-037

BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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.



WIC Competent Professional Authority ~ Health ~ Job Code: 21-040

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

Summary: Performs duties in a clinical setting related to the certification of clients for the Special Supplemental Nutrition Program for Women, Infants and Children (WIC) including assessment, counseling, referral, breastfeeding promotion/support and nutrition education.

Education/Experience: Equivalent to graduation from an accredited college or university with a Baccalaureate degree in nutritional services, community nutrition, clinical nutrition, dietetics or public health nutrition or related field. Registered Dietician (RD) or Diet Technician Registered (DTR) preferred. Current Competent Professional Authority (CPA) certification in Minnesota preferred. Masters level course work in Maternal and Infant Nutrition is helpful preferred. One year of professional experience in community nutrition or related field.

Duties/Responsibilities: Calculate nutritional needs for public health nutrition program clients. Provide Nutrition/Breastfeeding education to participants. Determine eligibility and certify participants for program. Make necessary referrals to other programs.

On-Call Crisis Response Mental Health Professional (3) ~ Human Services ~ Job Code: 21-062

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 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 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) or Licensed Professional Clinical Counselor (LPCC). Crisis Response experience is strongly preferred.

Duties/Responsibilities: Provide clinical consultation to mental health practitioners providing face-to-face services. Be available to mental health practitioners who are responding to mental health crisis/emergencies. Provide immediate response to mental health crisis/emergencies to the Leech Lake Reservation for adults and children as needed. Complete MHP consultation reports on each consultation conducted.

On-Call Crisis Response Mental Health Practitioner (5) ~ Human Services ~ Job Code: 21-063

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

Summary: Responsible for providing direct mental health, crisis services to Leech Lake Reservation community members and families. Duties to 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 have at least 30 hours of Crisis related trainings or must be willing to obtain upon hire. Crisis Response experience is strongly preferred.

Duties/Responsibilities: Responsible for coverage of the crisis line and responding to clients in crisis, throughout the reservation including normal business hours as well as on-call hours. This position will respond directly to the location of crisis clients. Report data and bi-weekly summaries relating to clients served and crisis situations. Participate in multidisciplinary team meetings, present client data and solicit recommendations.

Pre School Teacher (Ball Club) ~ Education ~ Job Code: 21-076

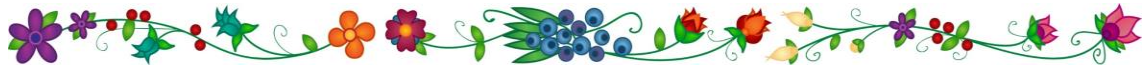
BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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 Headstart School Readiness Goals in lesson plans and daily activities.



CTSS Mental Health Practitioner ~ Human Services ~ Job Code: 21-095

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. Work with a client's MHP to develop Individual Treatment Plans for clients based on the Diagnostic Assessment.

ARMHS Mental Health Practitioner ~ Human Services ~ Job Code: 21-096

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

Summary: Responsible for instructing, assisting, and supporting adults with serious mental illness in areas such as basic living and social skills, symptom management, employment and transitioning to community living. Included as part of a MN DHS Certified program that is rehabilitative and enables recipients to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills when these abilities are impaired by the symptoms of mental illness.

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 below: 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: Upon receiving referral, provide an in-Home/community-based assessment focusing on client's strengths & needs. Completes Functional Assessments, LOCUS Assessments, and Interpretive Summaries under the supervision of the mental health professional clinical supervisor. Develop and approve an Individual Treatment Plan (ITP) within 30 days of the ARMHS intake or start date and update the ITP every six months, at a minimum.

Mental Health Targeted Case Manager ~ Human Services ~ Job Code: 21-097

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

Summary: Will provide Mental Health Targeted Case Management services to qualifying adults and/or children. Adult mental health targeted case management (AMH-TCM) and children's mental health targeted case management (CMH-TCM) services help adults with serious and persistent mental illness (SPMI) and children with severe emotional disturbance (SED) gain access to medical, social, educational, vocational, and other necessary services connected to the person's mental health needs.

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. Must be skilled in the process of identifying and assessing a wide range of recipient needs. Must be knowledgeable about local community resources and how to use those resources for the benefit of the recipient. Licensed Social Worker preferred. Must be able to complete Rule 79-Targeted Case Management training within one year of hire.

Duties/Responsibilities: Assists the adult and/or child and the child's family in obtaining needed mental health services by coordinating with the family and other agencies to assure collaboration of services, effectiveness of services, and continuity of care. Determines need, eligibility, and level of needed services, and provides referral to appropriate providers. Assists in the application for Medical Assistance.



Mental Health Clinical Trainee (4) ~ Human Services ~ Job Code: 21-099

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. Provides comprehensive DSM standard diagnostic assessment and/or other MH diagnostic assessment type based on need and service (i.e.: brief, standard, extended, etc.). Designs or collaborates with Mental Health Practitioner to write individual treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client.

Home Healthcare Manager RN ~ Health ~ Job Code: 21-115

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for the management of Home Healthcare nurses and the growth of the program. Ensuring that our constituents are receiving the best care and are being advocated for. 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 Management experience preferred.

Duties/Responsibilities: There is expectation that the manager will expand services provided by this program and look at new grants and programs that can benefit the LLBO Home Healthcare program (HHC). Responsible for overseeing program nurses and regular auditing of patients care plans. Responsible for hiring within the program. Visits clients in their homes, spends 25% of the position in homes. Provide individualized nursing care to patients.

Gekinwaa'amaaged (Teacher) (4) ~ Education ~ Job Code: 21-118

BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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 and Infant/Toddler CDA or A.A. Degree in Early Childhood Development. CDA certification preferred, willingness or in process of obtaining is acceptable.

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

Cook (Inger) ~ Education ~ Job Code: 21-119

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible in meeting each child's nutritional needs, providing 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).

Duties/Responsibilities: Maintain a safe and sanitary kitchen and equipment. Assist Health, Nutrition & Safety Manager and others in menu planning process. 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.



Home Healthcare LPN ~ Health ~ Job Code: 21-122

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

PROOF OF COVID-19 VACCINATION 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 LPN, 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. Setting up medications, and evaluating client's compliance. Demonstrate competency and use of nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation).

Cook (Ball Club) ~ Education ~ Job Code: 21-124

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible in meeting each child's nutritional needs, providing 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).

Duties/Responsibilities: Maintain a safe and sanitary kitchen and equipment. Assist Health, Nutrition & Safety Manager and others in menu planning process. 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.

Pre School Teacher (Onigum) ~ Education ~ Job Code: 21-125

BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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 Headstart School Readiness Goals in lesson plans and daily activities.

Community Health Representative (2) ~ Health ~ Job Code: 21-129

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

PROOF OF COVID-19 VACCINATION 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.

Pre School Teacher/Family Service Advocate ~ Education ~ Job Code: 21-130

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classrooms contribute to the growth and development of each child through a holistic view.

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

Duties/Responsibilities: Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts. Work with other program staff as a team to meet the needs of the families.



Infant Toddler Teacher/Family Service Advocate ~ Education ~ Job Code: 21-131

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classrooms contribute to the growth and development of each child. This person works as part of a team with other program staff to carry out program plans.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Enroll in and attain an Infant/Toddler CDA within first year of employment. Possess a Family Service Certificate or obtain within the first year of employment.

Duties/Responsibilities: Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts. Work with other program staff as a team to meet the needs of the families.

Police Officer (4) ~ DPS ~ Job Code: 21-133

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA 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, citations, etc.

Pre School Teacher (4) ~ Education ~ Job Code: 21-141

BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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 Headstart School Readiness Goals in lesson plans and daily activities.

ARC Program Manager ~ Human Services ~ Job Code: 21-170

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

Summary: Assesses the need for additional SUD services, manages the day-to-day operations, and evaluates the effectiveness of the department's services. Responsible for all Residential Treatment programming, budgets and staff.

Education/Experience: Bachelor's Degree in Social Work or related field required. Minimum three (3) years management experience of a residential treatment facility providing direct service to individuals with substance use disorders. Three years LADC clinical experience required. A valid licensed Alcohol and Drug Counselor licensure is required. Experience with/Certification for Rule 25 Assessment is preferred. SUD program planning and evaluation experience is required.

Duties/Responsibilities: Responsible for revising and updating written ARC policies and procedures. Prepares weekly work schedules/assignments for ARC personnel. Work with the A&D Compliance Specialist to ensure ARC staff are up to date on trainings and licensure requirements.

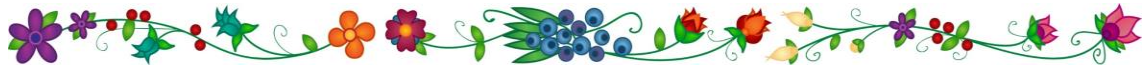
Accounts Payable Clerk (2) ~ Finance ~ Job Code: 22-003

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

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

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

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



Registered Dietitian ~ Health ~ Job Code: 22-008

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

PROOF OF COVID-19 VACCINATION 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.

Duties/Responsibilities: Provide nutrition consultation in tribal health programs, diabetes program, elderly nutrition program, Head-Start programs, day care centers, Tribal schools, food programs and WIC programs as it relates to diabetes prevention and management. Assist with menu development for programs seeking diabetes management and prevention related menus. Will provide comprehensive and general Medical Nutrition Therapy, education and care to patients, their families, and the community in multiple settings; e.g., clinics, hospital, homes, community centers, and schools.

Adolescent & Maternal Child Health Manager ~ Health ~ Job Code: 22-009

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Supervises the Maternal Child Health nurses (MCH), Car Seat program, and the employee testing procedures. Responsible for continuous supervision and growth of each program and meeting the needs of the communities within the Leech Lake Band.

Education/Experience: Licensed Registered Nurse, or Public Health Nursing Certification is required. Minimum two years' experience in a Public Health is preferred.

Duties/Responsibilities: Responsible for the MCH, Car Seat Program and growing a Preventative Service Representative program. In these programs the manager will be responsible for all state and LLBO reporting, along with the hiring, supervision, training, evaluations for staff working in these programs. Responsible for working with the contact investigator to uphold the LLBO COVID-19 policy for employee testing.

Long Term Care (LTC) Case Manager ~ Health ~ Job Code: 22-010

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

PROOF OF COVID-19 VACCINATION REQUIRED

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

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

Duties/Responsibilities: Conduct comprehensive online MN CHOICE Assessments for clients by evaluating the status of their physical, mental, social and environmental health. Determine applicants' risk of institutional care and their level of care according to state and federal criteria. Analyze assessment and assist applicants in identifying relevant goals along with specific supports that will enhance client's abilities to meet goals and live in the least restrictive environment.

Infant Toddler Teacher (Cass Lake) (2) ~ Education ~ Job Code: 22-011

BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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.



Pre School Teacher/Family Service Advocate (Ball Club) ~ Education ~ Job Code: 22-012

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for helping to ensure that the classrooms contribute to the growth and development of each child through a holistic view.

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

Duties/Responsibilities: Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts. Work with other program staff as a team to meet the needs of the families.

Psychiatric Mental Health Nurse Practitioner ~ Health ~ Job Code: 22-014

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible to provide diagnoses and medication management for behavioral health clients, ages child to adult, as well as provide education and outreach.

Education/Experience: Masters or Doctorate prepared graduate of an accredited school with specialization in Psychiatric Mental Health. Advanced Psychiatric Nurse Practitioner (NP) license. One year or more of mental health care experience preferred in tribally operated or Indian Health Service Programs.

Duties/Responsibilities: Devise, implement and evaluate plans of care utilizing sound clinical judgments based on assessment of the physical, psycho-clinical judgments based on assessment of the physical, psychological, emotional, societal and environmental needs of the patient. Assess real or potential health hazards and current health care health status, including analysis of health behavior related to lifestyle and culture. Obtain patient health and developmental history for clinical evaluation.

Administrative Assistant/Emergency Medical Technician ~ Health ~ Job Code: 22-017

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Perform a range of basic office support activities for the department, such as answering phones and directing telephone calls, answering questions and performing routine clerical, data entry, and/or word processing work as required. Routine check and ordering of supply/storage room inventory.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Must currently be an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. Previous EMT Work experience required. Ability to obtain MNDOT Instructor Certification. Some mechanical knowledge preferred.

Duties/Responsibilities: Answers telephone, routes calls, takes messages and provide general information, answer routine inquiries and maintain a log of those inquiries as required. Assist with establishing, maintaining, processing and/or updating files, records and/or other documents as required. Perform specialized services of a routine clerical/administrative nature in accordance with established procedural guidelines as appropriate to the position.

Training Center Coordinator/Emergency Medical Technician ~ Health ~ Job Code: 22-018

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Development, implementation and organization of community First Responder, and EMT-B classes. Will also work a minimum of 4 duty shifts as an EMT in the field.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Must currently be an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application and current CPR Certification. Two years' experience working in EMS. Willing to become a State of Minnesota EMS Examiner. Current or willing to become an American Heart Association BLS Instructor in 3 months (90days). Experience with large group facilitation. Current DOT Instructor or able to obtain in 6 months.

Duties/Responsibilities: Respond to all training inquiries; meet potential clients to assess needs. Develop, revise and implement custom and standard training packages, including presentations, handouts, manuals, exercises and other resource materials. Supervise/maintain all files pertaining to training contracts and course offerings, including registration lists, payment rosters, cost revenue reports, invoicing and relevant data bases.



Network Associate ~ MIS ~ Job Code: 22-020

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM

Summary: Works with the MIS Network Engineer and all other teams to ensure the reliable, safe delivery of network services to all Leech Lake Band of Ojibwe staff, vendors, partners and the Reservation Tribal Council.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Must have been working in IT for a minimum of 6 months with the desire to pursue continued certifications in the IT career path specializing in Computer, Datacenter, Wireless and Mobile device networking.

Duties/Responsibilities: Required to keep abreast of new technologies and developments in the data, voice networking industries. Responsible for; the installation, operation, maintenance and support for all assigned systems. This includes planning stages on new deployments, appliance purchases and all other systems affected.

Help Desk T1 ~ MIS ~ Job Code: 22-021

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM

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

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

Duties/Responsibilities: Required to keep abreast of new technologies and developments in the data, voice networking industries. Responsible for: fielding support tickets per escalation with emphasis on customer service. Responsible for following up on tickets, taking internal notes, customer/user communications, correspondence.

Help Desk T2 ~ MIS ~ Job Code: 22-022

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM

Summary: Works within the Help Desk team to assist employees, vendors and visitors in intermediate troubleshooting of the Leech Lake Band of Ojibwe network.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Must have been working in IT for a minimum of 6 months with the desire to pursue continued certifications in the IT career path specializing in Microsoft Windows Operating Systems and Servers.

Duties/Responsibilities: Required to keep abreast of new technologies and developments in the data, voice networking industries. Responsible for: fielding support tickets per escalation with emphasis on customer service. Responsible for following up on tickets, taking internal notes, customer/user communications, correspondence.

Driver (Part time) ~ Human Services ~ Job Code: 22-033

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.

Family Support Specialist ~ Human Services ~ Job Code: 22-035

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

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

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. At least one year of experience working with Native children, youth and/or families preferred.

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



Cook (ENP) ~ Health ~ Job Code: 22-036

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: To provide skilled work in preparing and cooking food items for Elderly participants for the daily lunch meal. Assume the lead responsibility for kitchen work area(s), monitor work activities, and participate in a variety of food production and/or food service(s).

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred. Food service and/or delivery experience preferred.

Duties/Responsibilities: Log all meals sent out for Home delivery as well as Congregate meals provided daily. To document all food/dry good products received at site appointed. Follow all menus as provided, portion control and food safety guidelines, time management expectations, and report/submit all incidences within the work area.

Youth Programs Manager ~ Education ~ Job Code: 22-037

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

Summary: Responsible for planning and coordination of the Youth Programs staff, that will channel a full range of services and activities, intended to enhance the lives of Leech Lake Youth and honor the cultural uniqueness of the Leech Lake Reservation. Also responsible for the management of the Youth Chemical Dependency Prevention state grant, including the daily application, retention and reporting of the youth activities and to include the maximized amount of educational hours (120 hours annually) provided to each community youth participants.

Education/Experience: Bachelor's degree in the field of Education or Public Health Education preferred or working towards either requirement with a detailed education plan. A minimum of 3 years of administrative experience in youth programming preferred.

Duties/Responsibilities: Facilitate scheduling of youth programs across a variety of areas equitably across the Reservation. Programs will require mainly evenings and weekends. Locate and develop funding sources to increase and improve youth programs and services on Leech Lake Reservation. Coordinate with other organizations serving youth to better serve the youth needs.

Driver ~ Human Services ~ Job Code: 22-041

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 ~ Human Services ~ Job Code: 22-042

BCA REQUIRED

Summary: Responsible in meeting each client's nutritional needs, providing sanitary environment and establishing good eating habits that promote healthy development and lifelong well-being for clients and children.

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

Duties/Responsibilities: Ensure dishes are washed, sanitized and put in proper place. Must be able to prepare dishes from recipes and adjust recipe quantities when needed. Conduct an inventory of foods before placing grocery order to control costs when needed.

Sports Coordinator/Driver ~ Health ~ Job Code: 22-046

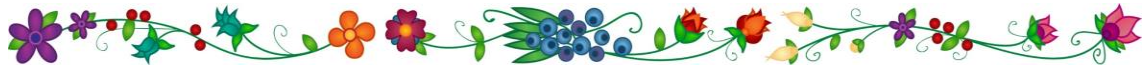
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for planning and implementing sports activities promoting health and fitness.

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

Duties/Responsibilities: Plan a wide range of diverse activities for youth that will consists of recreational sport, health and fitness. Help provide transportation to youth involved in the program. Coordinate each individual youth program, select program dates, identify location/facility, and identify target group.



Homeless Shelter Technician (Bena Shelter) (2) ~ Human Services ~ Job Code: 22-048

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. Ensure flow of critical information including documentation and shift change to bring forward issues and occurrences that take place while on shift.

Watercraft Inspector ~ DRM ~ Job Code: 22-049

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: Work under the direction of DRM Botanist and collaborate with additional watercraft inspection programs in the area. Provide boat and equipment decontamination. Collect field data for the purpose of progress reports, plus maintain a daily log of activities.

Biological Technician ~ DRM ~ Job Code: 22-051

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

Summary: Assists the plant resources department in research and management projects related to native plant habitat monitoring and fire restoration efforts within the Leech Lake reservation.

Education/Experience: Experience in Biology, Botany, Forestry, Entomology, Natural Resource Management, or related field or coursework completed in those fields preferred.

Duties/Responsibilities: Follow protocol for field work and accurate data collection. Assist in the botanical surveys and assessments of plant/insect communities/ecosystems on Reservation Lands. Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation.

Office Manager (Tribal Clinics – Ball Club) ~ Health ~ Job Code: 22-052

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for opening and closing the clinic, answering phone calls, and greeting patients & visitors. Also responsible for scheduling patients and handling registration, as well as performing clerical support for the manager and nurses in the office. Ensures the building is clean, ordering supplies and the overall needs of the building are being met.

Education/Experience: High School Diploma or General Education Diploma (GED) required. AA Degree preferred. At least one year of general office administrative support experience is preferred. Background in medical terminology is preferred.

Must have or be able to pass clearance for use of the Electronic Health Record in Indian Health Service areas is required.

Duties/Responsibilities: Responsible for; assisting in filling requisitions, travel authorizations and other paperwork for staff. Verify insurance information and check in patients. Orders all supplies needed for the office and building to be properly stocked with supplies.

Clinic LPN ~ Health ~ Job Code: 22-053

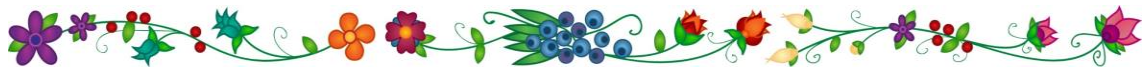
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Will provide primary health to service area residents in community clinics. Also responsible for cultivating relationships with the community and accessing the needs of the clinic.

Education/Experience: Current LPN, with at least 2 years in primary health care or a Current Minnesota Licensure as a Licensed Practical Nurse (LPN) approved by the MN State Board Nursing with preferred 2 years' experience in clinic work.

Duties/Responsibilities: Assists physicians with patient office visits, including putting patients in rooms, interviewing patients, recording vital signs including pulse rate, blood pressure, respiration count, temperature, height and weight, and enters information in patient's electronic health record. Administers injections. Performs administrative tasks, including form completions, prescription refills, referrals and patient educational material.



Cook ~ Education ~ Job Code: 22-055

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for 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) preferred.

Duties/Responsibilities: Ensure dishes are washed, sanitized and put in proper place. Assist Health, Nutrition & Safety Manager and others in menu planning process. Must be able to prepare dishes from recipes and adjust recipes quantities when needed.

Homeless Shelter Technician (Bena Shelter) (Part Time) (2) ~ Human Services ~ Job Code: 22-059

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. Ensure flow of critical information including documentation and shift change to bring forward issues and occurrences that take place while on shift.

SHIP Program Coordinator ~ Health ~ Job Code: 22-065

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for coordinating programming for the State Health Improvement Program (SHIP) Grant for the Leech Lake Band of Ojibwe, and will work cooperatively with other SHIP Coordinators, Tribes, and community stakeholders.

Education/Experience: Bachelor's Degree in Public Health or related field is required. 1-year minimum experience that directly related to duties and responsibilities specified as required is preferred. Experience in working with Reservation populations. Experience in healthcare preferred. Demonstrate experience in collaborating with other Tribes and County agencies.

Duties/Responsibilities: Responsible for program activities, functions, and data entry to ensure that specified goals and objectives are accomplished in accordance with priorities, time limitations, funding limitations, or any other specifications. Be responsible for the day-to-day management of the SHIP program and adhere to the contractual obligations and reporting requirements. Work closely with the Tribal Health Director, Planner, or Budget Analyst to assure the SHIP financial reports are current, correctly handled, according to the contract and LLBO Accounting standards.

Quality Assurance & Improvement Specialist ~ Human Services ~ Job Code: 22-067

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

Summary: Responsible for enhancing and overseeing quality assurance, quality improvement, and compliance functions within the Leech Lake Behavioral Health (LLBH) program using a data-driven approach. Also responsible for facilitating staff and program improvement through the development, application and monitoring of; LLBH grant management, budgetary assistance, program onboarding and ongoing training plans & protocols, development and monitoring of electronic health records and billing policy & procedure with integrity inspections and systems operational management.

Education/Experience: Bachelor's degree in Business Administration or Management or related field preferred. Associates degree in Business Administration or Management or related required. Minimum of two (2) years' experience working within medical, mental health, chemical health and/or various Human Services programs required. Minimum of one (1) year experience with Electronic Health Records/Electronic Medical Records (EHR/EMR) billing procedures, auditing, reports and training. Experience in grant management and reporting operations and systems required. Experience in conveying ideas in large and small groups. Previous experience as a project manager or coordinating large projects is desirable. Previous experience with budgets and/or budget management is desirable.

Duties/Responsibilities: Develop and implement LLBH billing procedures and instructions in conjunction with the LLBO Human Services centralized billing department. Provide ongoing support, training and oversight of participating LLBH staff and LLHS programs as they orient and move into new EHR/EMR systems. Maintain point of contact for all LLBH program grant applications, reports, management and compliance under the guidance and supervision.



Emergency Medical Responder ~ Health ~ Job Code: 22-071

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

PROOF OF COVID-19 VACCINATION REQUIRED

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

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Current Emergency Medical Responder (EMR) registered with the Minnesota Emergency Medical Service Regulatory Board. Hold current certification or documentation in a Department of Transportation approved Emergency Vehicle Operators course or obtain immediately upon hire.

Duties/Responsibilities: 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.

Billing Specialist ~ Health ~ Job Code: 22-072

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible to assist in maximizing revenues of the Leech Lake Health Division Clinics and Nursing Programs, submitting claims for reimbursement, processing revenue payments, and assisting with provider education.

Education/Experience: A.A. Degree in Medical Coding and Billing required. Completed formal courses in: medical terminology and diseases, anatomy, physiology, legal aspects of medical records, coding and abstraction of data, statistics, databases, quality assurance methods and computers preferred. Certified Medical Record Technician preferred or extensive experience in Tribal billing practices.

Duties/Responsibilities: Actively perform audits and reviews of medical records to ensure documentation and accountability of all visits submitted for payment by conducting proper documentation in accordance with regulations, physicians/practitioner original or electronic signatures and accurately dated medical care services. Contact various Federal, State, County agencies and private insurance carriers to verify current eligibility for third party health insurance and patient ID numbers. Complete and submit electronic or paper insurance claims for all billable visits.

Heavy Equipment Driver/Operator ~ Transportation ~ Job Code: 22-073

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

Summary: Ensure that all Reservation roads are maintained.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Current DOT physical examination on record required. Required to have sufficient experience in the operation of various types of heavy equipment (bulldozers, front-end loaders, plow trucks, etc), enabling them to work independently and with minimum supervision.

Duties/Responsibilities: Operate heavy equipment to push, pile or load materials, such as sand, earth, gravel or refuse. To maneuver materials to a specific spot and/or to transfer materials to a dump truck. Operates a tandem dump truck equipped with a snow plow and wing for snow removal on either gravel or bituminous surface roadways and hauls gravel for resurfacing or patching weak areas.

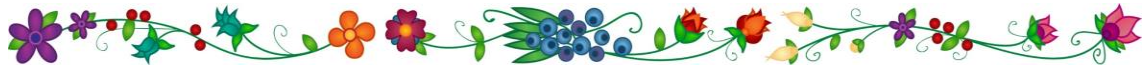
Urban Case Manager ~ Human Services ~ Job Code: 22-074

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA 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 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 degree in Social Work (BSW) or other Human Services related field is preferred and may be waived if in the process of obtaining bachelor's level degree is well documented within 2 years of employment. Minimum requirement of an AA degree in Human Services field with Case supervision required. Experience working with American Indian Children and families is preferred. Experience in Microsoft applications is preferred.

Duties/Responsibilities: Manage a potentially high client case load of families residing within the metro area. Conduct scheduled and unscheduled home client home visits. Coordinate services to work with the family, relatives, and children in resolving family crisis situations.



Facilities Supervisor (Opioid Treatment Program) ~ Human Services ~ Job Code: 22-076

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

Summary: Responsible for the oversight of the day to day facility operations, such as the supervision of transportation, security, and custodial departments.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Three years supervisory experience is required.

Duties/Responsibilities: Ensures that personnel are compliant with all documentation and reporting requirements regarding daily operations. Work with upper management on staff recruitment and retention, accountability, staff development, and evaluations. Efficiently coordinate the staffing schedule to ensure appropriate staffing levels are maintained to meet client and program needs.

Maintenance Safety Technician ~ Education ~ Job Code: 22-077

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for maintaining a clean and safe environment within the facility and grounds and also maintain and service HVAC units in the Early Childhood centers as needed.

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

Duties/Responsibilities: Daily sweeping, vacuuming, and mopping of all carpeted and tiled areas of the facility, including offices and bathrooms, excluding classrooms. Keep facility ground free of litter and debris, mow lawn and keep sidewalks and entryways swept, shoveled, and salted as necessary. Complete minor repairs to building and play area, routine painting and minor plumbing.

Associate Tribal Attorney III ~ Legal ~ Job Code: 22-078

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

Summary: Assists the Legal Director and other staff with analysis for ongoing legal cases and issues in a variety of practice areas central to the needs of the Leech Lake Band of Ojibwe with a focus on Federal Indian Law and Tribal Law.

Education/Experience: Juris Doctorate Degree from an accredited law school required. Entry-level candidate with 0 to 3 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. Strong governmental and administrative skills, knowledge, and abilities. Strong oral and written communication and people skills. Strong understanding of unique ethical questions related to the attorney-client relationship with a government relationship.

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.

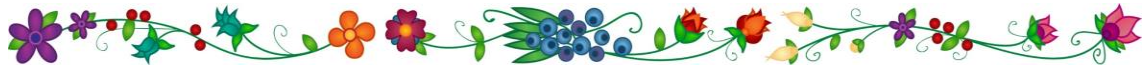
Associate Tribal Attorney II ~ Legal ~ Job Code: 22-079

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 Tribal Court and State Court.

Education/Experience: Juris Doctorate Degree from an accredited law school required. Candidate with 3 to 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. Strong governmental and administrative skills, knowledge and abilities. Strong oral and written communication and people skills. Strong understanding of unique ethical questions related to the attorney-client relationship with a government relationship.

Duties/Responsibilities: Respond to the Bands tribal government, its departments, divisions and entities requests for legal advice on any issues that may affect its land, government, gaming or any of its entities or departments. 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, other state and federal district courts and forums as needed. Provide legal advice and guidance for the tribal government administration, program development, tribal businesses, and other cases as assigned by the Legal Director.



Administrator Property Clerk ~ Purchasing ~ Job Code: 22-082

Summary: Will perform general office clerical, supervise and direct, manage, control, and coordinates Leech Lake Band of Ojibwe operations for personal property utilization and disposal of assets, which includes fixed assets inventory management.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Experience in Property Management preferred. Advanced computer skills and experience with online platforms preferred.

Duties/Responsibilities: Assist the manager with monitoring entries that are uploaded into the system. Oversee internal budgets of property department. Receive and inventory equipment, record description, value, location, and other necessary information for each item.

Holistic Healing/Spiritual Care ~ Health~ Job Code: 22-083

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Requires knowledge about Native American spiritual, cultural values, beliefs, and practices. Must have credible relationship with the community and with key stakeholders, including community agencies and tribal entities. Will provide support services to clients and consultation to providers as needed.

Education/Experience: Minimum of an Academic certificate or Associate's degree in Holistic Health required. Cultural knowledge and teachings, experience in facilitating talking circles for resilient living and conducting healing ceremonies preferred.

Duties/Responsibilities: Directing clients to available health services including: medical, behavioral health and dental services if needed or desired. Collaborates with Providers to cultivate treatment/therapy approaches including group therapies to address the spiritual and cultural needs of clients. Address real or potential health hazards and current health status, including analysis of health behavior related to lifestyle and culture.

Accounting Clerk ~ Finance ~ Job Code: 22-085

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: Possess A.A degree in Accounting, Finance, or related field; or 2 to 4 years of related work experience; or a combination of both education and experience.

Duties/Responsibilities: Post journal entries to general, revenue and expense ledgers. Assist in maintain grant files. Assist in reconciling bank statements.

Assistant Director of Nursing ~ Health ~ Job Code: 22-086

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Provides Public Health Nursing (PHN) services to Native American clients on the Leech Lake Reservation. Assists in monitoring compliance with applicable laws and regulations and maintaining standards of care, which are outlined by the state of Minnesota nursing board.

Education/Experience: Licensure as a Registered Nurse is required; Minnesota State Licensure. Minnesota Licensure must be obtained within 1 year of employment if Licensure is from another State. Three years of experience in a Public Health setting is preferred. Supervisor training or willing to attend courses offered by LLBO.

Duties/Responsibilities: Confer and corroborate daily with the Director of Nursing (DON) regarding nursing operations. Assist in reviewing and making recommendations on policy issues regarding clinical practices. Represent the DON in nursing services issues, in the DON's absence.

Driver/Operator (4) ~ Tribal Roads ~ Job Code: 22-087

VALID CLASS B DRIVER'S LICENSE (ABILITY TO OBTAIN CLASS A WITHIN 6 MONTHS), SIGNED MVR FORM REQUIRED

Summary: Ensure that all Leech Lake Reservation roads are maintained and safe for travel.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Required to have sufficient experience in the operation of various types of heavy equipment (bulldozers, front-end loaders, etc.), enabling them to work independently and with minimum supervision.

Duties/Responsibilities: Operate heavy equipment to push, pile or load materials, such as sand, earth, gravel or refuse. To maneuver materials to a specific spot and/or to transfer materials into a dump truck. Performs routine service and makes adjustment to the attachments for proper level, slope or ditch, according to the work to be done and the type of equipment used.



Paraprofessional Health Educator ~ Health ~ Job Code: 22-088

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Provision of Core Strategy home visiting services to parents and their children from pregnancy through early childhood.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Within the first month of employment you must successfully complete the one (1) week Paraprofessional Health Educator Certification Course.

Duties/Responsibilities: Provide optimal physical, cognitive, social, emotional development for children from 0 -3 through the provision of home visiting contacts with family participants. Link Families to community services to address specific needs. Ensure children get recommended well-child visits and health care.

ENP Driver ~ Health ~ Job Code: 22-089

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible to deliver meals (lunch hour) to the ENP participants in designated area. To have contact with the participant receiving the meal and obtain monthly signatures of receiving individual. Daily logging of meals accepted and meals not delivered. Also, to maintain all mileage paperwork and any other documentation (complete and accurate) required by ENP, Health Division, and Fleet Management.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred. Food Service and/or delivery experience preferred.

Duties/Responsibilities: Maintain sanitation, health and safety standards in work area (vehicles included). Transport and deliver meals to the elderly. Report any needed vehicle repairs.

Field Director ~ DRM ~ Job Code: 22-094

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

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

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

Duties/Responsibilities: Conducts background research and produces maps/aerial photos for archaeological surveys. Conducts training for incoming personnel. Ensures that all assigned surveys are thoroughly and efficiently conducted, properly documented and field site maps are accurately rendered.

Community Food Systems Coordinator ~ Health ~ Job Code: 22-095

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Coordinate the development and support of a reservation community food system that works in conjunction with internal divisions, departments, and programs, federal and state agencies, outside organizations agencies and partnerships including other tribal partners, community, growers, and vendors, educational and public events. The objective is to increase equitable access to healthy and affordable food for all LLBO community members through production, acquisition, processing, and related food system development.

Education/Experience: Bachelor's degree in Public Health, Agriculture, Urban Planning, Public Policy or other food system related field required. Minimum of 3 years relevant community food systems related experience. Combination of coursework and experience may be considered.

Duties/Responsibilities: Responsible for initiating research and advising on food policy issues, conducting studies, development plans and strategies for Food System projects. Provide technical assistance and training to divisions/departments/programs and identified partnerships related to Food Systems. Coordinate food system programs and promote events on the Leech Lake Reservation.



Delivery Driver/Food Distribution Support ~ Health ~ Job Code: 22-096

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for the safe and efficient pickup and delivery of product within the LLBO boundaries and North Central region of Minnesota.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). CDL not required but will be considered.

Duties/Responsibilities: Pickup of product from farmers/butchers and assisting with required paperwork. Ensure sanitary conditions for food products including temperatures during transport. Check orders for accuracy when loading and unloading, record shortages/overages or product damages on invoices.

Bena Shelter Site Manager ~ Human Services ~ Job Code: 22-097

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

Summary: Oversees all day-to-day administration and management of operations, as well as the long range strategy and program development for sustainability of the program activities and overseeing staff.

Education/Experience: Bachelor's Degree from an accredited four-year college or university in human services field preferred, or equivalent leadership experience directly related to supervisory tasks in a group/residential setting. Must have or obtain a Food Safe Certificate and current CPR and First Aid for adult, child, and infant within six months of employment. Must be Homeless Management Information System (HMIS) certified within three months of employment.

Duties/Responsibilities: Supervise all aspects of daily shelter activities. Maintain all financial data such as budgets, income and expenditures on a monthly basis. Plan and implement program activities for Homeless Shelter guests.

Home Healthcare RN (2) ~ Health ~ Job Code: 22-098

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

PROOF OF COVID-19 VACCINATION 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.

Mental Health Consultant ~ Education ~ Job Code: 22-099

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible for providing early childhood mental health consultation support to Head Start and Early Head Start staff, children and families. Will provide a broad range of services, including early childhood mental health consultation in classroom; training and coaching staff; screening, assessment and referral services; and providing parent trainings. Will also collect data, maintain records, and support compliance in all facets of Head Start Performance Standards and Tribal/State regulations.

Education/Experience: Master's degree required, preferably in Social Work, Counseling, Psychology, or related field. Clinical license highly desirable. Must have experience in infant and early childhood mental health consulting, screening, staff training, and family work. Minimum of two years of experience observing, assessing, planning, coaching, and implementing individual and group activities for young children and families, including those with, mental health, behavioral issues and disabilities.

Duties/Responsibilities: Coordinate and provide technical assistance in and out of the classroom on issues related to mental health and developmentally appropriate teaching strategies. Ensure mental health services are implemented according to Head Start performance standards and the child's need. Coordinate, identify and disseminate information about resource materials, resources persons and resource agencies that are available to Head Start and Early Head Start families.