Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, SEPTEMBER 13TH, 2021**

**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.

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

**THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED**

**Tribal Planner ~ Tribal Development ~ Job Code: 21-005**

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

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

**Education/Experience:** Bachelor’s Degree in planning, business or public administration or related field is required. Minimum two years’ experience in all aspects of business planning and development preferred. Minimum two years’ experience in complex project planning and development preferred. Minimum two years’ experience in utilizing planning and business models and tools to create comprehensive plans and strategies preferred. Minimum two years’ experience in tribal government preferred.

**Duties/Responsibilities:** Assist the Tribal Council and its divisions in the development and advocacy of the Reservation’s comprehensive social and economic development programs, plans and ventures. Responsible for initiating; research, conducting studies, developing plans and strategies for Reservation development projects. Provide technical assistance and training to divisions and programs in planning; grant writing, reporting and financial management.

**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**

**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.

**Transportation Vehicle Operator (2) (Part Time) ~ Fleet Management- Job Code: 21-010**

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

**Summary:** Responsible for coordinating pick-ups/drop-offs and scheduling of routes for passengers at the designated locations. Will obey traffic laws while following procedures to ensure passenger safety.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Must be knowledgeable with the 10 codes associated with radio communications, or able to learn them within 30 days of employment.

**Duties/Responsibilities:** Adheres to; short/long range preventive maintenance scheduling and vehicle maintenance archive system, with supporting skills in data entry, filing, storage, modification and retrieval. 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.
Transportation Dispatcher (Part Time) ~ Fleet Management ~ Job Code: 21-011

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

**Summary:** Provide communications directly with Transportation Driver’s.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Must have basic computer skills. Must be knowledgeable with the 10 codes associated with radio communications, or able to learn them within 30 days of employment.

**Duties/Responsibilities:** Perform in full capacity as main dispatch center. Answer telephone calls and maintain a message log of all calls and delivering messages to the appropriate program. Inform management of shift activity by maintaining operational and driver reports/records. Ensure all radio transmissions in the field are answered promptly, evaluated efficiently and responded to courteously.

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Public Maternal Child Health Nurse (2) ~ Health ~ Job Code: 21-015

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

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

**Education/Experience:** Licensed Registered Nurse or Public Health Nursing Certification is required.

**Duties/Responsibilities:** Provides services for identified prenatal population of the Leech Lake Reservation. Contact mothers at high risk for poor birth outcomes through prenatal clinics, referral sources and community services. Educate and effectively communicate with those served concerning the high-risk pregnancies and appropriate preventive measures and use of the health care system.

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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 individual treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client.

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Pre School Teacher (Sugar Point/Remer) ~ Education ~ Job Code: 21-020

**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 provided. 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.

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

**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 provided. 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.
**Recreation & Fitness Assistant ~ Health ~ Job Code: 21-032**

**Summary:** Responsible for assisting the Recreation Manager with seasonal recreational activities.

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

**Duties/Responsibilities:** Provide the direction and leadership for all components within the Recreation & Fitness Program. Assist youth and community members in a professional and respectful way with biking, hiking, fishing, kayaking, and other various recreational activities. Maintain skating rink and warming house. Responsible for opening and closing facilities.

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

**Summary:** Responsible for comprehensive Band data collection including demographics. Demographic data collection to include, 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**

**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 provided. 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**

**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 provided. 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.
Nutritionist ~ Health ~ Job Code: 21-041

**Summary:** To provide expert nutrition education and consultation to the people of the Leech Lake reservation.

**Education/Experience:** Bachelor’s Degree in Nutrition, Education, Public Health, Health Education or related field required. Experience in nutrition education, community nutrition, cooking classes or working with low income clients preferred.

**Duties/Responsibilities:** Coordinate health & wellness with other Leech Lake Reservation Programs. Assist, develop and implement up-to-date nutrition education programs. Serve as community resource in the area of nutrition. Plan and prepare for nutrition events.

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

**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.

**Invasive Species Technician (Seasonal) (2) ~ DRM ~ Job Code: 21-043**

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

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

**Duties/Responsibilities:** Collect field data for the purpose of progress reports, plus maintain a daily log of activities. Insure the field crew is following protocol for all projects. Occasionally assists DRM Botanist in botanical surveys, assessments of plant communities, plus various other projects not related to invasive species control.

**Aquatic Invasive Species Technician (Seasonal) (2) ~ DRM ~ Job Code: 21-044**

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

**Education/Experience:** Career minded, currently pursuing or have a B.S. degree in Natural Resources Management, Biology, Forestry or equivalent studies 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. Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation.

**Assessment Worker ~ Human Services ~ Job Code: 21-049**

**Summary:** Responsible to assist with determining if child protection issues are a concern and take appropriate action to insure child safety. This person works as part of team to carry out the following responsibilities.

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

**Duties/Responsibilities:** Work jointly with county social services in assessing child protection reports. Respond promptly to requests from law enforcement and county social services regarding child protection issues. Conduct investigations and family assessments to determine needs of family. Meet with family and child to gather factual data to ensure family involvement in case plan.
Associate Tribal Attorney III ~ Legal ~ Job Code: 21-051

**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. Entry-level candidate with 0 to 2 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.

**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. 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.

Infant Toddler Teacher (Cass Lake) ~ Education ~ Job Code: 21-059

**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.

Procurement Clerk ~ Purchasing ~ Job Code: 21-060

**Summary:** Under direct supervision, reviews and coordinates routine purchase requests in accordance with Leech Lake Band of Ojibwe policies and applicable Tribal and Federal laws.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. One to three months related experience and/or training is preferred.

**Duties/Responsibilities:** Reviews, obtains approval and processes purchasing requests such as Purchase Requisitions and Purchase orders for goods or services to ensure compliance with the LLBO purchasing procedures and user requirements. Prepares requests for; simple bids, requests for quotes and proposals.

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

**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. Sign all documentation completed by the mental health practitioner/mental health rehab worker. Abides by confidentiality, mandated reporting and HIPAA.
On Call Crisis Response Mental Health Practitioner (5) ~ Human Services ~ Job Code: 21-063

**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. Responsible for training Crisis Response Team members and Behavioral Health staff as necessary.

Program Accountant ~ Accounting ~ Job Code: 21-067

**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 in Finance or Accounting or; Two-year degree in Finance or Accounting and four years related work experience or; High School diploma or equivalent (G.E.D.) with a minimum of six years work experience in Finance or Accounting.

**Duties/Responsibilities:** Assists the Accounting Team Leader in recording and maintaining accurate general ledger balances and proper recording of revenue recognition. 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 to verify that financial statements are accurate and issued in a timely manner.

Driver/Operator ~ Heavy Equipment ~ Job Code: 21-072

**Summary:** Ensures that all Reservation roads are maintained.

**Education/Experience:** High School diploma or equivalent (G.E.D.). 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 minimal supervision.

**Duties/Responsibilities:** Operate heavy equipment to push, pile or load materials, such as sand, earth, gravel or refuse. Operate a front-end loader from 1.5 ton to a cubic yard capacity. 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.

Diabetes Nurse (RN) (2) ~ Health ~ Job Code: 21-074

**Summary:** Responsible for providing quality diabetes care to Leech Lake community members in their homes, while also working as a liaison in accessing other services that the client may need. Works closely with IHS and Tribal providers. Responsible for providing diabetic care in outlying tribal clinics and within the Diabetes Clinic weekly.

**Education/Experience:** Current licensed RN with at least two years’ experience. Foot and nail certification or able to obtain within a year of hire. Certified Diabetes Care and Education Specialist (CDCES) preferred or upon hire, must obtain within 2 years of employment. Wound care certification preferred.

**Duties/Responsibilities:** Visits with clients in their homes, spends 50% of the position in homes. Provide Diabetes education and care to patients, while assessing additional supports needed. Collaborates with other professionals to plan, implement and evaluate care.
Help Desk ~ Management Information Systems (MIS) ~ Job Code: 21-075

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

**Education/Experience:** High School diploma or GED 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. Required to; honor the department’s security, quality and professional standards. Must be willing to work any shift including holidays and on-call.

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

**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 Headstart School Readiness Goals in lesson plans and daily activities.

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Pre School Team Leader (Cass Lake) ~ Education ~ Job Code: 21-077

**BCA REQUIRED**

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

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


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Practice Base Coach Coordinator ~ Education ~ Job Code: 21-078

**BCA REQUIRED**

**Summary:** Provides on-the-job guidance, training and technical assistance to classroom teaching staff who work in classrooms serving Head Start/Early Head Start children. Works with program staff to improve the quality of teaching; assists programs to promote positive, significant and sustained outcomes to children and promotes career development for teaching staff working in Head Start/Early Head Start programs.

**Education/Experience:** Baccalaureate in Early Childhood Education is required with a minimum of five (5) years of teaching as a Team Leader within a Head Start program. Extensive knowledge of early childhood education including all domains of learning and development is required.

**Duties/Responsibilities:** Evaluate classroom staff using a variety of informal and formal observations and personal interviews to determine training and coaching needs for each staff member and site team. Develop individual Action plans with each staff member in assigned area. Set goals and follow-up in a timely manner. Set up and follow coaching schedule that meets the individual needs of classroom staff.

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Training Officer/Emergency Medical Technician ~ Health ~ Job Code: 21-080

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

**Summary:** Provide advanced EMS training for the staff to maintain certification through on-going continuing education and assure that all staff maintains the training level of the Ambulance Service level of care as well as the training, mentoring and evaluation of new EMS staff.

**Education/Experience:** Must currently be an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. High School Diploma or General Education Diploma (G.E.D.). Five years’ EMT work experience is required.

**Duties/Responsibilities:** Responsible for scheduling monthly in-service sessions of various EMS topics. Schedules presenters for in-service sessions. Maintain records of training sessions and meeting minutes. Prepare calendar of training. Post outside training opportunities, conferences and workshops for staff. Performs EMT duties a minimum of 32 hours per week.
Transfer Station(s) Yard Supervisor ~ Public Works ~ Job Code: 21-083

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

**Summary:** Supervise the operation and maintenance of the five (5) Transfer Station Yards under the Leech Lake Department of Public Works, Solid Waste Department.

**Education/Experience:** High School Diploma or General Education Diploma. Three (3) years supervisory experience preferred.

**Duties/Responsibilities:** Supervise and train Solid Waste Yard Attendants to interact with community members regarding the proper disposal of waste by category and recycling efforts. Supervise and train Yard Attendants in keeping the work area clean and shop site clean of scattered rubbish and debris.

Cass Lake Solid Waste Attendant ~ Public Works ~ Job Code: 21-084

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

**Summary:** To assist in the operation and maintenance of the Leech Lake Reservation Solid Waste Department.

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

**Duties/Responsibilities:** Interact with community members regarding proper disposal of waste by category and recycling efforts. Keep the work and shop site clean of scattered rubbish and debris. Ensure safety, effective operation and maintenance of the Solid Waste Program.

Field Director ~ DRM ~ Job Code: 21-085

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

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

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

**Duties/Responsibilities:** Conducts background research and produces maps/aerial photos for archaeological surveys. Conducts archaeological surveys in cooperation with Crew Supervisors, other Field Directors, and the Program Director. Conducts training for incoming personnel. Ensures that all assigned surveys are thoroughly and efficiently conducted, properly documented and field site maps are accurately rendered.

Technician (Grave/Swing Shifts) (3) ~ Human Services ~ Job Code: 21-086

**BCA REQUIRED**

**Summary:** Supervises resident compliances with program rules and regulations during counselor absence.

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

**Duties/Responsibilities:** Cook, wash dishes, grocery shop and clean upstairs area for clients when cook is not available. Distribute, monitor and document clients prescribed medication. Monitors, supervises and documents daily resident activities and behaviors. Provide supervision of household tasks ensuring premises and grounds are maintained, well-balanced meals are prepared and periodic changes of linen are available.

MIS Director ~ MIS~ Job Code: 21-087

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

**Summary:** Responsible for the organizational telecommunication needs of the Leech Lake Band of Ojibwe (LLBO). These systems include telephone lines, fax machines, fatal lines, computer software/hardware and radio, the initiation and implementation of all telecommunication projects, such as updating and installing new equipment for the Tribal Operations and Gaming telephones and the operation and support of the data and telecommunication network systems. Establish, plan and administer the overall policies and goals for the information technology department. Also responsible for extensive experience and expertise in architecting and building web-based application, data-driven systems and overseeing implementation of IT infrastructure and will demonstrate a broad technical knowledge and flexible attitude in order to provide the best solutions using third party software and application platforms.

**Education/Experience:** Minimum Bachelor’s Degree in Information Technology or related field is required. A combination of education and experience may be considered in lieu of educational requirements. Six (6) to seven (7) years’ experience in at least three areas: Cabling, Telecom, PC’s, Networks, and Radio.

**Duties/Responsibilities:** Develop computer information resources, providing for data security and control, strategic computing and disaster recovery. Review and approve all systems charts and programs prior to their implantation. Evaluate the organizations technology use and needs and recommend improvements, such as hardware and software upgrades. Control operational budget and expenditures.
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.

Driver (Part Time) ~ Human Services ~ Job Code: 21-098

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

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

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

**Duties/Responsibilities:** Transport patients to and from appointments at the opioid Treatment Center and Health Care Facilities. Ability to work flexible hours including evenings, weekends and holidays. Maintain vehicle mileage reports, service records and logs. Vehicle maintenance and cleaning.

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.
Naagaanizid Gekinwaa’amaaged (Lead) ~ Education ~ Job Code: 21-101

**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:** A.A Degree in Early Childhood Development; CDA plus years of experience may be considered. Demonstrated leadership skills required, supervisory experience preferred.

**Duties/Responsibilities:**
- Create space for language revitalization by speaking and learning Ojibwe. Ensure the child development is assessed and recorded through regularly documented observations and reflection. Approach programming, teaching and learning from an Ojibwe-Anishinaabe lens.
- Actively engage with children. Build a consistent, respectful and nurturing relationship with each child.

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Clinic Licensed Practical Nurse (LPN) ~ Health ~ Job Code: 21-105

**Summary:** Under the supervision of the Director of Nursing, this individual 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.
- Assists RN with clinic support and guidance.
- Performs administrative tasks, including form completions, prescription refills, referrals and patient educational material.

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Driver (2) ~ Health ~ Job Code: 21-107

**Summary:** Deliver meals (lunch hour) to the ENP participants in designated area. Make contact with the participant receiving the meal and obtain monthly signatures of receiving individual as well as daily logging of meals accepted and meals not delivered. Also, to maintain all mileage paperwork, meal logs, and any other documentation (completed and accurate required by ENP, Health Division and Fleet Management.

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

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

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SACA Coordinator ~ DRM ~ Job Code: 21-106

**Summary:** Provide oversight, analyze and provide comments on technical data & documents related to superfund site and relay superfund site information. Update and provide superfund information to the Tribal citizens and to the Tribal Council. Responsible for ensuring compliance and reporting with the Leech Lake Band of Ojibwe’s US Environmental Protection Agency Supportive Agency Coordination Agreement.

**Education/Experience:** Four-year degree or a minimum of two years professional experience in Environmental related fields. Superfund policy, law and implementation knowledge and experience. Chemistry or toxicology background preferred. Hydrology background preferred.

**Duties/Responsibilities:**
- Analyze all documentation regarding the St. Regis Site and provide comments/reports. Present superfund information to the public and to Tribal Council. Perform oversight on Superfund remediation. Ensure EPA grant requirements are met and followed.
Registered Nurse (Assisted Living) ~ Health ~ Job Code: 21-111

**Summary:** Will ensure that the health and safety of the residents are met. Will perform assessments and monitoring of residents, care planning, coordinating, and managing the home care service and act within the Comprehensive Home Care regulations. Responsible for the overall direction, coordination, and monitoring of home care service delivery under the direction of the RN supervisor.

**Education/Experience:** Current and unencumbered RN License with the State of Minnesota. At least 2 years’ experience in Long Term Care.

**Duties/Responsibilities:** Recognize and manage common geriatric conditions throughout the body systems such as cardiovascular, respiratory, urinary, and neurological. Cares for patients in all phases of preventative care, health maintenance, diagnosis, treatment, and follow up as resident’s move along the continuum of care. Responsible for planning and coordination of care, patient assessment, patient education, triage, and various other nursing interventions.

Office Manager (Clinics) (3) ~ Health ~ Job Code: 21-113

**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. Maintain appropriate program records in compliance with the Indian Health Service, Tribal and granting agency policies. Schedule and/or reschedule patients for appointments as per provider or nurse orders or standards of care and enter on Moonwalk, utilizing that scheduling packages.

Mid-Level Provider (2) ~ Health ~ Job Code: 21-114

**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:** Provide high quality health care services within scope of practice designated by the specific certification held by the provider including the following: Accessible and available health services. 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. Treatment that is consistent with clinical impressions and working diagnoses. Continuity of care. 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.

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

**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.
**Nenda-Gikenjiged (Trainee) (5) ~ Education ~ Job Code: 21-117**

**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 or active participant in Early childhood career development program. 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.

**Gekinwaa’amaaged (Teacher) (5) ~ Education ~ Job Code: 21-118**

**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**

**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.

**Accounts Receivable Clerk I ~ Finance ~ Job Code: 21-121**

**Summary:** Processes travel advances, audits closeouts, refunds, employee mileage claims and other monies owed to the LLBO through A/R subsidiary ledgers. Records payments for vendors and maintains accounts receivable subsidiary ledgers for all employees. Classifies, stores, retrieves and updates generated information within the accounts receivable department.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associates degree and/or minimum of one year related work experience is preferred.

**Duties/Responsibilities:** Able to do journal entries and understand concept of A/R transaction and the effects on accounts. Enter and verify daily information that relates to travel following agency guidelines. Computes and processes travel advances for accuracy and completeness. Computes travel closeouts for accuracy and completeness. Keeps track of received data and source documents.

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

**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).
Archeological Technician ~ DRM ~ Job Code: 21-123

**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 archeological experience is required, but a familiarity with outdoor activities is strongly preferred.

**Duties/Responsibilities:** Conducts archaeological fieldwork, including shovel testing, pedestrian survey and formal excavation. Completes daily field survey notes, describing project, survey strategies, environmental and topographic conditions and vegetation. Assists with archaeological laboratory work, including washing, identifying, weighing, counting, sorting and cataloging artifacts received during field investigations.

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

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

**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.

Security Guard (Part Time) ~ Human Services ~ Job Code: 21-126

**BCA REQUIRED**

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

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

**Duties/Responsibilities:** Protect patients, employees, visitors, and property from all hazards. Enforce Opioid Treatment Regulations. Routine patrol to provide general and equal coverage. Report writing to provide permanent records on paper.

Security Guard (Part Time) ~ Health ~ Job Code: 21-127

**BCA REQUIRED**

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

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

**Duties/Responsibilities:** Protect patients, employees, visitors, and property from all hazards. Enforce Red Cedar Assisted Living Center visitor hours and rules. Routine patrol to provide general and equal coverage.

Office Manager ~ Education ~ Job Code: 21-128

**BCA REQUIRED**

**Summary:** Responsible to maintain the organization of program documents, supplies, equipment and to coordinate procedures for processing office records.

**Education/Experience:** A.A. Degree in Business Management preferred. High School Diploma and a minimum of 4 years’ experience working in an office setting or related position.

**Duties/Responsibilities:** Responsible for overall office management. Prepare all Personnel Action Forms (PAF’s) for ECD staff and attach all documentation and signatures. Maintain adequate inventory of office supplies, including ordering, distributing and budget tracking of office and maintenance supplies.
Community Health Representative ~ Health ~ Job Code: 21-129

**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

**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

**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.

Maintenance/Safety Technician ~ Education ~ Job Code: 21-132

**Summary:** Responsible for maintaining a clean & safe environment within the facility and ground 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 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. Daily trash removal of bathroom and main traffic areas. Check, adjust temperatures of air condition equipment, furnaces, boilers and thermostats. Maintain the playground areas to ensure adequate fill is placed in all fall zones within each playground.

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

**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.
Family Support Specialist ~ Human Services ~ Job Code: 21-134

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

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

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

**Duties/Responsibilities:** Assist clients in maintain compliance with their case plans by transporting to and from supervised visits, medical appointments, court appointments and other service appointments 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. Maintain knowledge of the Child Welfare filing systems to be able to locate and pull file upon request or return a file to its proper location. Manage the reception desk as assigned in absence of the receptionist.

Case Manager ~ Human Services ~ Job Code: 21-135

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

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

**Duties/Responsibilities:** Manage a potentially high client case load of families residing within the Reservation boundaries. Develop case plan with families and monitor to ensure goals are achieved. Conduct scheduled and unscheduled home client home visits. Arrange for necessary meetings with other resource agencies and provide referrals to ensure the family receives appropriate, culturally relevant services.