THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED

Mental Health Professional (4) ~ Behavioral Health ~ D.O.Q ~ Job Code: 23-008

**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 psychology, Marriage & Family Therapy, Counseling, or Social Work and three (3) years’ experience in the mental health field required. Must be a Licensed Psychologist (LP), Licensed Independent Clinical Social Worker (LICSW), Licensed Marriage and Family Therapist (LMFT), Licensed Professional Clinical Counselor (LPCC) required. Must be eligible for tribal licensure within 3 months of hire required.

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

**CTSS Mental Health Practitioner ~ Behavioral Health ~ D.O.Q ~ Job Code: 23-010**

**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.

**Mental Health Clinical Trainee (4) ~ Behavioral Health ~ D.O.Q ~ Job Code: 23-011**

**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.
Duties/Responsibilities: Assist the Accounting Team Leader in recording and maintaining accurate general ledger balances and proper recording of revenue recognition. Perform closeouts on special revenue funds to include general journal entries, disbursement vouchers, and submitting financial status reports to funding agencies. Reconcile balance sheet control accounts to subsidiary records and verify that financial statements are accurate and issued in a timely manner.
Lead Nurse (A.R.C) ~ A&D ~ D.O.Q ~ Job Code: 23-035

**Summary:** Provides community educations & trainings: assessment, housing assessment, domestic violence assessment, depression screening. Duties/Responsibilities: Public Health but are willing to train for position.

**Education/Experience:** Bachelor’s Degree in Nursing from an accredited institution. Coursework/clinical included Public Health Nursing education preferred. Public Health Nurse (PHN) Certification is preferred.


**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.

Emergency Medical Responder (EMR) (4) ~ Health ~ D.O.Q ~ Job Code: 23-045

**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.

WIC & Nutrition Registered Dietician ~ Health ~ D.O.Q ~ Job Code: 23-054

**Summary:** Provide oversight to High Risk Cases within the WIC and Nutrition Program.

**Education/Experience:** Licensed Registered Dietician from an accredited educational institution required. Must have knowledge of Anthropometrics and Hematological Data Techniques. Minnesota Department of Health -WIC operations State/Federal training is required.

**Duties/Responsibilities:** Nutrition Assessment (diet and health history). Provide Nutrition/Breastfeeding Education to participants. Determine eligibility and certify participants for program.

Maternal Child Health RN ~ Health ~ D.O.Q ~ Job Code: 23-059

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

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

**Duties/Responsibilities:** Makes physical assessments; screening for risk factors; case management, smoking status assessment, housing assessment, domestic violence assessment, depression screening and substance abuse assessment. Provide community educations & trainings: Group Sexual Education and prevention classes.
Pre School Teacher (Gekinwaa’amaaged) (2) ~ Education (A.O.B) ~ $18.16/hr ~ Job Code: 23-111

**Summary:** Works to create a respectful learning and working atmosphere while providing care for preschool students at Leech Lake Head Start. Develops a nurturing relationship with each child to deepen both Ojibwe language and cultural skills. Responsible to continue to attain and impart Ojibwe-Anishinaabe knowledge, values, and language to families and children.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Possess a Preschool CDA or AA degree in Early Childhood Development. CDA Certification preferred, willingness or in process of obtaining is acceptable.

**Duties/Responsibilities:** With team, complete and follow learning plans (lessons). Assess and document each child’s development through regular observations and reflection. Develop routines, daily activities and learning plans (lesson) responsive to each child’s observed development interests, learning style, and goals.

Plumber (Facilities Maintenance) ~ DPW ~ D.O.Q ~ Job Code: 23-121

**Summary:** Perform a variety of tasks of installation, alteration, repair, removal, maintenance of pipes, fixtures and fittings for delivery of the water supply, discharge of liquid and water, also including gas-fired equipment.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Three years of trade experience.

**Duties/Responsibilities:** Assists in establishing preventative maintenance schedules. Repairs and maintains plumbing systems and fixtures, i.e. urinals, washbasins, grease traps, water softeners, deionizers, etc. Tests and maintains records for water systems.

Maajiigin Center Manager ~ Education ~ D.O.Q ~ Job Code: 23-123

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

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

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

Registered Dietitian (Diabetes’s Program) ~ Health ~ D.O.Q ~ Job Code: 23-063

**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.

Home Healthcare RN ~ Health ~ D.O.Q ~ Job Code: 23-061

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

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

**Duties/Responsibilities:** Visits clients in their homes, spends 75% of the position in homes. Provide individualized nursing care to patients. Collaborates with other professionals to plan, implement and evaluate care.
Accounts Receivable Team Leader ~ Finance ~ D.O.Q ~ Job Code: 23-126

**Summary:** To organize and manage the operation and activities of a centralized accounts receivable department.

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

**Duties/Responsibilities:** Review accounts receivable documents prepared by subordinates for accuracy, completeness and conformance to policy, authorizes for payment. Educates staff regarding Accounts Receivable policies and procedures. Maintain vendor debit card accounts.

Internal Auditor ~ Internal Audit ~ D.O.Q ~ Job Code: 23-127

**Summary:** Works under general supervision of the Internal Audit Director to ensure Departments are in compliance with Tribal, State and Federal regulations and that the Departments have policies and procedures are in place and adhered to.

**Education/Experience:** Associate’s degree in Business, Accounting or Finance is required. Bachelor’s degree is preferred. Three to five plus years experience in finance or accounting is required. Certification as a CPA, CIA, or CMA preferred.

**Duties/Responsibilities:** Performs financial, compliance, and operational assigned audits. Prepares in-depth and detailed audit reports and narratives at the conclusion of audits. Reviews departmental paperwork to ensure policies are followed in accordance with organizational standards.

Treatment Coordinator ~ A&D ~ $18.75/hr ~ Job Code: 23-135

**Summary:** Assists clients in receiving/obtaining the services and support needed to access resources for needs such as substance use treatment/assessment, housing, medical, mental health, food, employment, child welfare issues, legal, etc. Will provide transportation for clients to any resources above as necessary.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. ADCI is preferred but training will be provided for the Treatment Coordinator. (30 hours). Previous experience working in human services field. Basic computer skills. Comprehensive assessments training is preferred. An equivalent combination of education, job experience, and life experience with addition will be considered.

**Duties/Responsibilities:** Make recommendations and provide referrals to appropriate agencies and resources. Participate in the weekly clinical for review of client progress along. Collaborate with counselors regarding client’s care will receive one hour of supervision regarding individual service delivery from an alcohol/drug counselor weekly.

Community Wellness & Recovery Navigator ~ DPS ~ D.O.Q ~ Job Code: 23-136

**Summary:** Responsible for providing critical resources, non-clinical assistance, advocacy, and recovery support to individuals who struggle or are in recovery from a substance use disorder. Also serves as a role model, mentor, advocate, and motivator to individuals to prevent relapse and promote long-term recovery.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Peer Support Certified or obtain in first six months. CPR certification required or able to obtain after hire. Narcan Training required or able to obtain after hire.

**Duties/Responsibilities:** Maintain logs, reports and document client interaction appropriately. Identity community resources (recovery, educational, vocational, social, cultural and spiritual resources). Develop, implement, and promote ongoing community training opportunities.

Accounting Clerk ~ Finance ~ D.O.Q ~ Job Code: 23-138

**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. Post data into subsidiary ledgers. Assist in cash receipts including bank deposits when required.

Compactor Driver/Operator ~ DPW ~ D.O.Q ~ Job Code: 23-142

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

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

**Duties/Responsibilities:** Responsible for keeping truck sanitized, neat and orderly. Keeping the work and shop site clean of scattered rubbish and debris and any material illegally dumped at gate after hours. Assist community members in unloading/loading large waste items (appliances, etc.) into designated roll-off boxes.
Promote EHS School Readiness Goals in lesson plans and daily activities. Provide developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts.

**Duties/Responsibilities:**
- School CDA within first year of employment.

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

**RN Diabetes Educator ~ Health ~ D.O.Q ~ Job Code: 23-147**

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

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

**Duties/Responsibilities:**
- Will provide diabetes-related education to meet the needs of patients, their families, communities and health professionals in multiple settings; e.g. Tribal clinics, community centers, schools, homes, and other sites as needed. Assist the Diabetes Center in multiple aspects, including: patient screening, lab draws, immunizations, foot exams, foot and nail care, wound care, blood glucose monitoring, education related to self-management of diabetes, education related to health promotion, case management and other aspects as needed. Will perform appropriate, accurate and complete medical record documentation.

**Infant Toddler Teacher (Onigum) ~ Education ~ $18.16/hr ~ Job Code: 23-151**

**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. Develop 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.
Diabetes Registered Dietitian ~ Health ~ D.O.Q ~ Job Code: 23-152

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

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

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

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

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**Naagaanizid Gekinwaa’amaaged (Lead) ~ Education ~ D.O.Q ~ Job Code: 23-154**

**BCA REQUIRED**

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

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

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

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**Pre School Team Leader ~ Education ~ D.O.Q ~ Job Code: 23-155**

**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.

**Duties/Responsibilities:** Responsible for the approval of work hours, necessary adjustments and documenting reasons for adjustments. Provide and deliver developmentally culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning. Ensure positive supervision and interaction by teaching staff.

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**Accounts Payable Clerk ~ Finance ~ D.O.Q ~ Job Code: 23-156**

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

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

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

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

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**Gaa-Niigaaniziwaad Mentor (Part time) (8) ~ Education ~ $18.00/hr ~ Job Code: 23-158**

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

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

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

**Duties/Responsibilities:** Plan a wide range of diverse activities for youth that will consist of Cultural activities, Ojibwe language work & resources, and Ojibwe based health and wellness. Provide transportation to youth that have membership applications completed. Coordinate each Gaa-Niigaaniziwaad activity that is scheduled, select program dates, identify and reserve location/facility, identify target group, publicize event, address and provide transportation for youth, identify equipment needs.
Driver (Part time – Opioid Outpatient Program) ~ A&D ~ $16.75/hr ~ Job Code: 23-159

**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.

Surveyor (Tribal Roads) ~ DPW ~ D.O.Q ~ Job Code: 23-160

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

**Summary:** Assisting with road maintenance projects throughout the Leech Lake Reservation.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). One year certificate from college or technical school, or three to six months related experience and/or training, or equivalent combination of education and experience preferred.

**Duties/Responsibilities:** Research previous survey evidence, maps, deeds, physical evidence, and other records to obtain data needed for surveyors. Develops new data from photogrammetric records. Coordinates findings with work of engineering and architectural personnel, clients, and other concerned with projects.

Highway Safety Officer ~ DPS ~ D.O.Q ~ Job Code: 23-162

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

**Summary:** To enforce traffic laws and to promote traffic safety to prevent death and injuries on Leech Lake Reservation roads.

**Education/Experience:** Must have successfully completed Basic Police Training Program and/or program provided by a Federal Law Enforcement Training Center. Three (3) years law enforcement experience preferred. POST Board certified or eligible to be POST Board certified.

**Duties/Responsibilities:** Maintain cooperative work relationships with court services personnel, various law enforcement agencies, enforce and administer and strengthen services related to traffic, motor vehicle equipment, child safety seats, seat belts and defensive driving. Enforce laws by warning, ticketing, arresting, interviewing suspects, administering breath test for alcohol, disarming aggravated parties, apprehending suspects, transporting detainees to jail, intervene in altercations.

Land Use Administrator ~ DRM ~ $20.00/hr ~ Job Code: 23-163

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

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

**Education/Experience:** Bachelor’s Degree in Business or two years’ professional experience in land related field.

**Duties/Responsibilities:** Issue or deny Building Permits according to the provisions of this Ordinance. Investigate violations and take enforcement action as necessary according to the provisions of this ordinance. Maintain permanent and current public records pertaining to this Ordinance, including but not limited to, all maps, all requests for approval or denial of amendments, permits, conditional use, subdivisions variances, appeals and applications.

Pre School Teacher (Onigum) ~ Education ~ $18.16/hr ~ Job Code: 23-165

**BCA REQUIRED**

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

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

**Duties/Responsibilities:** Engage in on-going program assessment and monitoring to ensure quality services are being provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote EHS School Readiness Goals in lesson plans and daily activities.
Office Manager (Maajiigin Center) ~ Education ~ $20.04/hr ~ Job Code: 23-166

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

**Summary:** Responsible for overall office management. Responsible to maintain the organization of program documents, supplies and equipment.

**Education/Experience:** High School Diploma and a minimum of 3 years of experience working in an office environment or a related position required.

**Duties/Responsibilities:** Distribute and pick up mail daily. Maintain filing system for facility and assures compliance with audit and monitoring request. Maintain adequate inventory of office and maintenance supplies and facility equipment.

MNsure Navigator ~ Health ~ $20.00/hr ~ Job Code: 23-167

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

**Summary:** Assists clients with applications for eligibility for publicly funded health care programs. Educates clients and staff on public assistance and Health Care Programs and the Affordable Care Act.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Post secondary education preferred. Must be Certified MNsure Navigator for State of Minnesota, or willing to obtain the certification with in the first week of employment. MNSure Navigator training will be provided by the Health Division. Knowledge of Medicaid, County / DHS Offices, Tribal Programs and other related agencies policies and procedures.

**Duties/Responsibilities:** Provide individuals and families with free assistance to help them achieve successful enrollments into health coverage through the MNsure, market place (portal). Helps any consumer who contacts them for help, for HealthCare Programs. Comply with MNsure’s data privacy and security standards and conflict of interest discloser requirements.

Water Resources Technician II ~ DRM ~ D.O.Q ~ Job Code: 23-168

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

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

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

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

Case Manager (Duluth) ~ Administration ~ D.O.Q ~ Job Code: 23-169

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

**Summary:** Responsible for providing comprehensive Case Management services to children & families who are involved in, or at risk to be in the Child Welfare system. 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, 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 Service related field is required, Associate’s Degree in Human Services may be considered, only if currently enrolled in an accredited post-secondary institute, working towards Bachelor’s level degree and degree is obtained within two years. Minimum requirement is an AA in Human Services field, with case supervision required. Experience working with Native American children and families is preferred. Experience in Microsoft Office applications is preferred.

**Duties/Responsibilities:** Conduct scheduled and unscheduled client home visits. Coordinate services to work with the family, relatives & children in resolving family crisis situations. Provide court reports to appropriate individuals and attend court hearings involving the family.

Nutrition Coordinator ~ Education ~ $21.26/hr ~ Job Code: 23-170

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

**Summary:** Responsible to ensure the children and families nutritional needs are being met through daily nutrition requirements and education.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required with a minimum of 3-5 years in a food or nutrition position. Bachelor or Associate’s Degree in Nutrition or Health preferred.

**Duties/Responsibilities:** Plan, purchase and maintain proper receiving of food to assure variety, quality and cost control. Provide nutrition counseling for families and in other ways promote good nutritional habits among staff, children and families. Follow a weekly menu that provides for the nutritional needs of the children.
Summary: Routine court clerical work. Answers and routes all phone calls. Greets, screens and refers all walk-in visitors to the Court Administration office. Responsible for the processing and maintenance of all filings in Leech Lake Tribal Court cases.

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

Duties/Responsibilities: Takes or causes required action to be taken to obtain signatures on documents; stamps documents with court seal; tracks missing documents. Generates from the computer: notices, summons, court calendars, etc. and distributes same for court cases; sends out notices to various parties and attorneys; posts fees and other receipts; locates and checks out files for attorneys, court and public; assists with processing activities; makes certified copies.