Leech Lake Band of Ojibwe Summary of Job Openings

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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.

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.


**VALID CLASS D DRIVER’S LICENSE 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 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.
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 indvial treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client.

**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 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.

**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 provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote EHS School Readiness Goals in lesson plans and daily activities.

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

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

**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.

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

**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.
**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 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.

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

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

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

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

**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.

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

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

**Summary:** Responsible for providing direct mental health, crisis services to Leech Lake Reservation community members and families. Duties to include providing suicide prevention, assessments, intervention, critical incident debriefing and outreach services. Additional tasks include providing culturally based crisis response services, crisis related trainings to staff and community members, providing appropriate follow-ups with clients and being able to identify and utilize tribal and community resources.

**Education/Experience:** Bachelor’s degree completed in Psychology, Human Services, Social Work or related field required. Must have 2,000 hours of supervised Mental Health service delivery. Must qualify as a Mental Health Practitioner. Applicant should have at least 30 hours of Crisis related trainings or must be willing to obtain upon hire. Crisis Response experience is strongly preferred.

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

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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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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.

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

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

**Summary:** Responsible for providing rehabilitative skills training to CTSS qualifying child/adolescent clients in community and school-based settings to restore personal and social functioning to the proper developmental level. Included as part of a MN DHS certified CTSS team that provides a flexible package of mental health services to children who require varying therapeutic and rehabilitative levels of intervention.

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

**Duties/Responsibilities:** Become familiar with the Leech Lake Band of Ojibwe Human Services programs and social service and behavioral health agencies in surrounding counties. Develop rapport with guardians/parents of child client and engage the family in services and planning throughout the calendar year, as appropriate. Work with a client’s MHP to develop Individual Treatment Plans for clients based on the Diagnostic Assessment.

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

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

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

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

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

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

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

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

**Education/Experience:** Bachelor’s degree in a Behavioral Science or related field from an accredited college or university and meets requirements for supervision and continuing education. Must be skilled in the process of identifying and assessing a wide range of recipient needs. Must be knowledgeable about local community resources and how to use those resources for the benefit of the recipient. Licensed Social Worker preferred. Must be able to complete Rule 79-Targeted Case Management training within one year of hire.

**Duties/Responsibilities:** Assists the adult and/or child and the child’s family in obtaining needed mental health services by coordinating with the family and other agencies to assure collaboration of services, effectiveness of services, and continuity of care. Determines need, eligibility, and level of needed services, and provides referral to appropriate providers. Assists in the application for Medical Assistance.
Mental Health Clinical Trainee (4) ~ Human Services ~ Job Code: 21-099

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

**Summary:** Responsible for providing direct mental health services, including psychotherapy, with an emphasis on individuals and families, using various treatment modalities and skills to produce social, psychological, emotional, and spiritual well-being, as performed under the direct clinical supervision and in consultation with qualified Mental Health Professionals.

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

**Duties/Responsibilities:** Completes initial assessment and reviews client history, including medical and family background and related environment. Provides comprehensive DSM standard diagnostic assessment and/or other MH diagnostic assessment type based on need and service (i.e.: brief, standard, extended, etc.). Designs or collaborates with Mental Health Practitioner to write individual treatment plans, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client.

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

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

**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.

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

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

**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.

Registered Nurse (Assisted Living) ~ Health ~ Job Code: 21-111

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

**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.
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.

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Nenda-Gikenjiged (Trainee) ~ 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.

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Gekinwaa’amaaged (Teacher) (4) ~ 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.

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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). Maintain a safe and sanitary kitchen and equipment. Assist Health, Nutrition & Safety Manager and others in menu planning process. Must be able to prepare dishes from recipes and adjust recipes quantities when needed. Conduct an inventory of foods before placing grocery order to control costs and waste.
Home Healthcare LPN (2) ~ Health ~ Job Code: 21-122

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

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

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

**Duties/Responsibilities:** Visits clients in their homes, spends 75% of the position in homes. Provide individualized nursing care to patients. Collaborates with other professionals to plan, implement and evaluate care. Setting up medications, and evaluating client’s compliance. Demonstrate competency and use of nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation).

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

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

**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.

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

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

**Summary:** Provision of individual assessment, therapeutic and follow-up services.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Must successfully complete the online CHR Basic Training Course within first year of employment.

**Duties/Responsibilities:** Provide transportation to medical appointments for dialysis, cancer, elder, diabetic and handicapped clients. Provide monitoring and assessment on a daily basis through home contacts in individual service areas. Provide follow-up care on medical referrals made by Public Health Nurses, hospital staff and other health professionals.

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

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

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

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

**Duties/Responsibilities:** Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts. Work with other program staff as a team to meet the needs of the families.
Summary: Responsible for helping to ensure that the classrooms contribute to the growth and development of each child. This person works as part of a team with other program staff to carry out program plans.

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

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

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

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.


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

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.

Urban Case Manager ~ Human Services ~ Job Code: 21-136

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 preferred and may be waived if in the process of obtaining Bachelors level degree is well documented within 2 years of employment. Minimum requirement is AA in a Human Services field 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 metro area. Develop case plan with families and monitor to ensure goals are achieved. Work individually with families on parenting issues and building parenting skills. Collaborate with other programs/resources to facilitate family group activities for the purpose of strengthening family structure and build on family values.
**Driver (Part Time) ~ Human Services ~ Job Code: 21-137**

**Summary:** Provide safe and reliable transportation services to clients of the Veterans Services Department.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Excellent driving record. Must be able to operate manual and automatic automobiles.

**Duties/Responsibilities:** Transport male and female veterans to and from medical appointments. Transporting for other than medical will be assessed on case by case basis. Assist the veteran as needed to enter into the medical centers. Notify medical staff is veteran needs assistance. Be prepared to assist the veteran as they return to the transport vehicle.

**Allotment Specialist ~ DRM ~ Job Code: 21-140**

**Summary:** Responsible for performing various functions within the Reservation’s Land Department which encompasses tribal, allotted and fee land. Fee to trust, trust to trust, leasing, rights-of-way, sand & gravel permits. Providing and assisting individual tribal heirs with land information. Identification and preparation, maintenance and distribution of reservation land status maps and land status plat books.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Familiarity with location of tribal, band and allotted lands, and Indian Communities on the Leech Lake reservation. Knowledge of tribal government structure, land use regulations and controls, and Federal environmental and cultural resource protection laws. Knowledge of BIA land record systems and surrounding county land record systems. Knowledge of land descriptions, ability to read maps, located section corners, subdivision corners and lot lines. Ability to use and apply GPS and GIS.

**Duties/Responsibilities:** Fee to Trust: Draft and prepare letters, deeds, waivers, requests to complete processing documentation. Trust to Trust: Draft and prepare applications, gift deeds, negotiated sales, waivers for allotments (trust lands), fee patent applications. Assist individual heirs on land status. To include researching files, maps, title status reports, checking files at the BIA, and copying of information.

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

**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.

**Legal Director ~ Legal ~ Job Code: 21-150**

**Summary:** Responsible for the effective development, management and operation of the Legal Department in its service to the Leech Lake Band of Ojibwe. Responsible for enhancing and protecting the Band’s interests and affairs, legal and otherwise.

**Education/Experience:** Juris Doctorate and licensed to practice in Tribal, federal and state courts, to include the Minnesota supreme court. Background in Indian law and understanding of how Public Law 280 relates to tribal jurisdiction and rights is required. Significant governmental administrative skills, knowledge and abilities, including administration and development of laws, negotiation and legal representation is required.

**Duties/Responsibilities:** Develop and maintain an effective Legal Department that provides legal support and advice, which serves the needs of Tribal Government and businesses in a timely manner. Interprets federal, state, and county laws/policies/practices to staff and Tribal Council, as required. Creates and implements professional development plans for all Legal Department employees.
Controller ~ Finance ~ Job Code: 21-151

**Summary:** Responsible for broad administration and direction of financial controls to support division objectives. Responsible for the timely and accurate reporting of all financial data and for providing financial reports required by band’s management and regulatory agencies. Directs and controls the fund accounting, general ledger accounting and budgeting functions.

**Education/Experience:** Bachelor of Science Degree in Accounting or Finance is preferred. A working knowledge of accounting systems, well developed financial analysis capabilities, and demonstrated computer literacy is preferred. A minimum of five years of experience gained through increasingly responsible management positions within finance field as well as casino finance operations is required. A combination of education and experience may be considered in lieu of educational requirements.

**Duties/Responsibilities:** Responsible for oversight and management of accounting, purchasing, payroll, accounts receivable, accounts payable and departments. Responsible for the accumulation, analyzing and reporting to RTC, Executive Administration and management complete information regarding results of operations and financial conditions of the accounting department, including cash flow and investment components. Formulate, recommend and install policies and programs, which will enable the division to recognize economic opportunities and realize maximum benefits from such opportunities.

Environmental Specialist ~ DRM ~ Job Code: 21-154

**Summary:** Preserve Tribal Sovereignty through enforcement of Leech Lake Band of Ojibwe (LLBO) Hazardous Substances Control Act (HSCA). Administer Brownfields Response Program (BRP) guidelines. Assist Brownfields manager in daily operations of the Brownfields, Underground Storage Tank (UST), and Superfund programs.

**Education/Experience:** Bachelor’s Degree in Environmental Science or related field required.

**Duties/Responsibilities:** Respond to community member concerns regarding environmental issues. Enhance the Four Elements of the Leech Lake Band of Ojibwe Brownfields Response Program. Write and Review technical and policy documents related to Brownfields, Underground Storage Tanks and Grant management procedures.

Program Accountant (2) ~ Finance ~ Job Code: 21-155

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

**Education/Experience:** Bachelor’s degree (B.S. or B.A.) in Finance or Accounting or; Two-year degree in Finance or Accounting and four years related work experience or; High School Diploma or General Education Diploma (G.E.D.) with a minimum of six years’ work experience in Finance or Accounting.

**Duties/Responsibilities:** Assists the Accounting Team Leader in recording and maintaining accurate general ledger balances and proper recording of revenue recognition. Perform closeouts on special revenue funds to include general journal entries, disbursement vouchers, and submitting financial status reports to funding agencies. Reconcile balance sheet control accounts to subsidiary records and verify that financial statements are accurate and issued in a timely manner.

Water Resources Technician I ~ DRM ~ Job Code: 21-156

**Summary:** Perform surface water quality monitoring, data collection, logging and reporting, using equipment and software specific to task. Data processing, analysis and report writing on data collected.

**Education/Experience:** A minimum of BS in Aquatics or Wetland or related Environmental Science emphasis or similar degree, or currently in final semester to obtain the aforementioned level of education required.

**Duties/Responsibilities:** Supervise and participate in the management of Water Resources Program grants. Supervise and participate in the writing, reviewing and editing of reports, letters, memoranda, and other documents prepared by the Department. Prepare, implement and maintain all appropriate Quality Assurance/Quality Control Plans.

Accounts Receivable Clerk I ~ Finance ~ Job Code: 21-157

**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.
**Infant Toddler Teacher (Tribal College) ~ Education ~ Job Code: 21-158**

**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.

**Certified Food Protection Manager ~ Health ~ Job Code: 21-165**

**Summary:** Will act as a Person In Charge (PIC) when on shift, is responsible for developing and implementing policies and procedures, supervision of additional PIC’s, thorough understanding and adherence to the MN food code and safety regulations, providing nutritious meals and snacks to the residents and guests of the Red Cedar Assisted Living Center. 

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) and current CFPM Certification required. Two years in a Lead Cook position preferred. Previous experience working in a Minnesota long-term care facility is preferred. 

**Duties/Responsibilities:** Oversees all food production. Works with staff to provide food for special events. Apply appropriate portion control for senior adult population and those with specialized diets.

**Director of Nursing ~ Health ~ Job Code: 21-166**

**Summary:** Provides Public Health Nursing (PHN) services to Native American clients on the Leech Lake Reservation. Monitors compliance of applicable laws and regulations and maintain standards of care, which are outlined by the state of Minnesota nursing board. Provides management, direction, and supervision of Maternal Child Health Nursing (MCH), Teen Outreach Program (TOP©), Child & Teen Checkup (C&Tc), Family Spirit, Community Health Representative (CHR), Home Health Care (HHC), Clinic staff & Nurses, Waiver, Diabetes and The Red Cedar Assisted Living. 

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

**Duties/Responsibilities:** Schedule nurses for duty at satellite clinics. Completes budget management and monitoring of the community health services component to assure that program goals and objectives are met within the contract budget restrictions. Responsible for updating written policies and procedures for each program he/she oversees, with the assistance of the program manager.

**Driver (2) ~ Human Services ~ Job Code: 21-167**

**Summary:** Responsible for the organizations, transportation of Leech Lake A & D Program clients and receives supervision of transportation scheduling from the Program Assistant. 

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D.). Knowledge of and experience with chemical dependency treatment. 

**Duties/Responsibilities:** Provide transportation services to clients, as assigned, in a courteous, respectful manner. Reports to counselors about: client non-compliance and other program policies that interfere with transportation scheduling. Maintain/submit monthly records on vehicle usage, mileage and client services.

**Accounting Assistant ~ Health ~ Job Code: 21-168**

**Summary:** Responsible for performing clerical, administrative and accounting duties in an office setting. Assists Operations Manager/Budget Analyst by sorting mail, filing, copying, shredding, answering phones as backup, scheduling meetings when needs, AP back up, accounting duties and misc. tasks. 

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required with at least 2 years accounting experience and/or education. 

**Duties/Responsibilities:** Backup for entering AP invoices into our New World Accounting system. Backup for entering all AP invoices spreadsheet for record keeping and reconciling. Assists with obtaining signatures and budget approval initials when required.
Security Guard (Part Time) ~ Health ~ Job Code: 21-169

**Summary:** To provide a safe and secure environment for residents, 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.

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

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

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

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

Family & Community Partnership Manager ~ Education ~ Job Code: 21-171

**Summary:** Responsible for providing opportunities for parents to empower themselves to become self-sufficient by assessing their needs and determines if there is a need for services and provides resources to families to enable them to move toward their goals. Also responsible to implement the Eligibility, Recruitment, Selection, Enrollment and Attendance process in accordance with existing program policies and priorities and the Head Start/Early Head Start Performance Standards.

**Education/Experience:** Baccalaureate Degree in Human Services, Social Work or related field. Family Service Credential and experience working in the early childhood field preferred. Minimum two years’ experience working with families and within the community. Administrative and supervisory experience preferred.

**Duties/Responsibilities:** Supervises ERSEA Coordinator, Parent Engagement Coordinator and Family Service Advocate staff. Assist ERSEA Coordinator to maintain an outreach and recruitment process that identifies eligible families with the greatest need. Implement and maintain the child enrollment application, process for admission, and check for completeness.