



## Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, APRIL 29<sup>th</sup>, 2024**

Updated weekly and posted on [www.llojibwe.org/jobs/llbojobs.html](http://www.llojibwe.org/jobs/llbojobs.html)

Applications can be found online at: [www.llojibwe.org/jobs/llbojobs.html](http://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: [jobs@llojibwe.net](mailto:jobs@llojibwe.net)**

***LLBO Policy: HR must receive your application and/or documents by 4:30 p.m. on the closing date, to be considered.***

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

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### **THE FOLLOWING POSITIONS CLOSE ON MAY 10<sup>th</sup>, 2024**

#### **Shelter Technician (Bena Shelter – Full time) ~ Administration ~ \$16.75/hr ~ Job Code: 24-103**

##### **BCA REQUIRED**

**Summary:** Will serve as a facilitator for individuals and families of the Leech Lake Homeless Shelter (LLHS), performing all day-to-day intakes, assessment and operations, such as helping people achieve self-sufficiency; including setting goals and accessing resources and referrals for employment, childcare and housing opportunities.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associates Degree from an accredited college in human services field preferred, or equivalent leadership experience directly related to supervisory tasks in group/residential setting preferred. Must have Food Safe Serve Certificate and current CPR and First Aid for adult, child, and infant within three months of employment. Must be Homeless Management Information System (HMIS) certified within three months of employment.

**Duties/Responsibilities:** Assist Shelter Manager with new client application, interview and intake process. Ensure flow of critical information including documentation and shift change to bring forward issues and occurrences that take place while on shift. Plan and implement program activities for Homeless Shelter guests.

#### **Shelter Technician (Bena Shelter – Part time) ~ Administration ~ \$16.75/hr ~ Job Code: 24-104**

##### **BCA REQUIRED**

**Summary:** Will serve as a facilitator for individuals and families of the Leech Lake Homeless Shelter (LLHS), performing all day-to-day intakes, assessment and operations, such as helping people achieve self-sufficiency; including setting goals and accessing resources and referrals for employment, childcare and housing opportunities.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associates Degree from an accredited college in human services field preferred, or equivalent leadership experience directly related to supervisory tasks in group/residential setting preferred. Must have Food Safe Serve Certificate and current CPR and First Aid for adult, child, and infant within three months of employment. Must be Homeless Management Information System (HMIS) certified within three months of employment.

**Duties/Responsibilities:** Assist Shelter Manager with new client application, interview and intake process. Ensure flow of critical information including documentation and shift change to bring forward issues and occurrences that take place while on shift. Plan and implement program activities for Homeless Shelter guests.

#### **Rover (Facilities Maintenance) (2) ~ DPW ~ \$15.00/hr ~ Job Code: 24-105**

##### **BCA REQUIRED**

**Summary:** Responsible for performing labor, custodial and janitorial duties in an office environment.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Six months to one-year experience.

**Duties/Responsibilities:** Performs grounds care, including but not limited to mowing, trimming, edging, watering, reseeding, sweeping walks and putting down salt or ice melt when needed. Performs custodial tasks, including but not limited to sweeping, vacuuming, extracting, mopping and polishing floors, washing, painting, and interior walls, cleans windows and blinds, and cleans bathrooms, showers and fixtures. Responsible for restocking toilet paper, paper towels, soap dispensers and trash removal.



## THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED

### Licensed Assisted Living Director ~ Health ~ D.O.Q ~ Job Code: 24-003

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

**Summary:** Responsible for managing the daily operations of the site in order to provide a fiscally sound, well-maintained and socially healthy housing community. Also provides leadership and guidance to all staff at his/her site coordinating activities of elder/resident care, marketing, food service, contracts, and maintenance.

**Education/Experience:** Licensed as an Assisted Living Director (LALD). Experience in elder health, home healthcare, assisted living or nursing homes. Knowledge, background, and experience related to MN billing for EW, CADI, GRH housing programs. Post secondary coursework in property management, business, real estate or equivalent experience preferred. Three years leasing or property management experience preferred.

**Duties/Responsibilities:** Organizes, develops, and coordinates service plan reviews, as required by state codes, with appropriate elder care team members and elder families. Provides supervision and leadership to Assisted Living staff. Assist with development and implementation of the annual budget.

### Clinic Nurse Supervisor (Red Cedar Assisted Living) ~ Health ~ D.O.Q ~ Job Code: 24-004

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

**Summary:** Provides direction, coordination, supervision, and implementation of professional and supportive services to residents/elders in accordance with the Nurse Practice Act.

**Education/Experience:** Graduate of an accredited nursing program with a current license as a Registered Nurse in the state of practice. No limitations or provisional license. Minimum of two years experience in nursing with a combination of assisted living, long term care, dementia care or acute care.

**Duties/Responsibilities:** Assures that residents/elders are treated with respect and dignity, recognizing individual needs, and encouraging independence. Responsible for planning, implementing, coordinating and evaluation resident/elder care to ensure the highest quality of care for the residents. Developing and implementing policies.

### RN Diabetes Educator (Part time) ~ Health ~ D.O.Q ~ Job Code: 24-010

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

**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 utilize educational methods and principles to provide diabetes-related education, including: staged diabetes management, team approach, and others as assigned. 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.

### Treatment Coordinator (A.R.C) (2) ~ A&D ~ D.O.Q ~ Job Code: 24-013

**BCA REQUIRED**

**Summary:** Responsible for the supervisor of the Treatment Coordinators and Treatment Coordinator trainees. Also provides assistant, coordination and case management to clientele released from correctional facilities/or treatment facilities in the areas of culturally specific substance use treatment, and medical and mental health, economic assistant, social, housing and life skills advocacy.

**Education/Experience:** Associate of Arts/Science in Social Work or related field or Upper Midwest Indian Council on Addictive Disorder (UMICAD) Chemical & Alcohol & Drug Counselor (CADC) I required. Bachelor of Art/Science Degree in related field or CADC II, III or Licensed Alcohol & Drug Certification (LADC) preferred. One year of practice experience in addictions counseling is preferred. An equivalent combination of education and practical job experience will be considered.

**Duties/Responsibilities:** Design a culturally specific opioid use services for Native American individual released from a correctional facility, utilizing the existing LLBO resources. Works with counselors to develop treatment plans for clients. Develop and implement program procedures such as intake, referrals, treatment plans, and operational hours, workdays and include a plan for outreach to the LLBO communities.



**SACA & 401 Administrative Assistant ~ DRM ~ D.O.Q ~ Job Code: 24-026**

**Summary:** Responsible for ensuring compliance with the Leech Lake Band of Ojibwe's Environmental Protection Agency's Supportive Agency Coordination Agreement and Clean Water Act 401 Certification program administration.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. A.A or A.A.S in a STEM field or Administration preferred. Experience levels may qualify toward educational experience. Extensive knowledge of administrative tracking tools, billing, and basic computer applications such as Adobe Pro, Word, Excel, Outlook, Teams, Sharepoint etc. Superfund policy, law, and implementation knowledge and experience is preferred.

**Duties/Responsibilities:** Work with accountant to manage budget and reports. Project tracking tools to be shared with water team, ensure that obligation and deadlines are being met. Process CWA 401 application fees including: generating invoices, processing payments, and providing confirmation of receipt to applicants.

**Environmental Deputy Director ~ DRM ~ D.O.Q ~ Job Code: 24-028**

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

**Summary:** Will co-manage the Environmental Department to build capacity for regulatory expansion, enforcement and compliance to protect the Leech Lake Band of Ojibwe resources.

**Education/Experience:** A Bachelor of Science (B.S.) or Masters of Science degree in Biology, Geology, Chemistry, Physics, Environmental Studies or related studies is preferred with a minimum of one year of professional experience and two years of supervisory experience or; Four years of professional experience related to environmental management; candidate must possess two years of supervisory and administrative experience with no degree.

**Duties/Responsibilities:** Will develop and assist in maintaining monitoring projects, oversee data management and develop program project tracking tool(s). Directly manage the GAP Program. Actively seek funding and projects to expand capacity and services to the people and environment. Advise Tribal Officials on environmental impacts and issues in land use planning and proposed development either internal or outside project to promote sustainable development of Tribal Lands.

**Archaeological Technician (2) ~ DRM ~ \$16.00/hr ~ Job Code: 24-029**

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

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

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

**Duties/Responsibilities:** Conducts archaeological fieldwork, including shovel testing, pedestrian survey and formal excavation (must be prepared to carry water and lunch on your person while conducting survey in remote locations). Assists with archaeological laboratory work, including washing, identifying, weighing, counting, sorting and cataloging artifacts recovered during field investigations. Completes daily field survey notes, describing project, survey strategies, environmental and topographic conditions and vegetation. May also be required to complete archaeological site forms.

**Compactor Driver/Operator (Solid Waste) ~ DPW ~ D.O.Q ~ Job Code: 24-032**

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

**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.

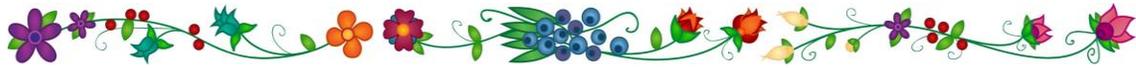
**Home Healthcare RN ~ Health ~ D.O.Q ~ Job Code: 24-035**

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

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

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

**Duties/Responsibilities:** Visits clients in their homes, spends 75% of the position in homes. Provide individualized nursing care to patients. Collaborates with other professionals to plan, implement and evaluate care.



**Grant Writer ~ Health ~ \$25.00/hr ~ Job Code: 24-034**

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

**Summary:** Responsible for assisting the Finance Manager with oversight and provisions of developing projects/grants within the Health Division aided through AFA, State, and Federal grant opportunities. Assists the Health division with grant writing to support and enhance the program's funding within the Health Division's programming.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) with three years in an office setting required. Associate's Degree in Business or Health Administration required with at least two (2) years minimum working with Tribal, State, and Federal programs/grants preferred.

**Duties/Responsibilities:** Ensure that grants align with the objectives of the processes, budgets, deadlines, and work plan. Ability to gather and analyze data to support grant applications. Answer phones, route calls, take messages, greet and direct visitors, and answer routine inquiries for the reception area for the health division as needed.

**Accounts Payable Clerk ~ Finance ~ D.O.Q ~ Job Code: 24-036**

**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.

**DRM Director ~ DRM ~ D.O.Q ~ Job Code: 24-037**

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

**Summary:** Responsible for the supervision of DRM Department Directors and administration of all programs assigned to the DRM by the Reservation's governing body; the Leech Lake Tribal Council (RTC). DRM Departments include: DRM Administration, Conservation Enforcement, Fish Wildlife and Plants Department, Heritage Sites, Tribal Historic Preservation Office, Forest Resources, Wildland Fire Program, Land Department and Environmental Protection.

**Education/Experience:** BS Degree in Natural Resource Management is required. Six years work experience that includes program or business administrative duties. Significant and successful work experience in the natural resources management field or in administration of Native American governmental programs may be considered in lieu of academic credentials. A combination of education and experience may be considered in lieu of educational requirements.

**Duties/Responsibilities:** Implementing and coordinating policies/procedures, ordinances, resolutions to promote Tribal sovereignty, exerting Tribal jurisdiction and providing guidance both internally and to outside agencies. Responsible for submitting Agenda requests for the Tribal Council for discussion/approval on a variety of subjects pertaining to the DRM. Management of natural, cultural and real property resources of the Leech Lake Band of Ojibwe in order to derive the maximum benefits for the Band's Membership while conserving and enhancing these resource base for future generations.

**Watercraft Inspector (2) ~ DRM ~ \$18.00/hr ~ Job Code: 24-041**

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

**Summary:** Responsible for inspecting watercrafts entering and existing lakes around the Leech Lake Reservation. Will assist with maintaining CD3 units and doing outreach for special events as scheduled.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) preferred. Prior Experience with aquatic invasive species preferred. Proven experience as a good crew leader preferred.

**Duties/Responsibilities:** Provide boat and equipment decontamination. Collect field data for the purpose of progress reports, plus maintain a daily log of activities. Responsible for practicing and insuring workplace safety within the field and office always.

**Staff Accountant II ~ Finance ~ \$26.00/hr or D.O.Q ~ Job Code: 24-042**

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

**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.



**Naagaanizid Gekinwaa'amaaged (Lead) ~ Education ~ D.O.Q ~ Job Code: 24-044**

**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.

**Early Learning Scholarship Assistant & Engagement Coordinator ~ Education ~ D.O.Q ~ Job Code: 24-046**

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

**Summary:** Responsible for implementing the MN Department of Education Early Learning Pathway I Scholarship program and implementing community engagement and to support program outreach.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. At least 2 years of related field experience in Early Childhood or Human Services field with 24 quarter credits in either field required. AA degree in Early Childhood, Human Services or Business Administration preferred or must be willing to complete the Early Childhood, Human Services or Business Administration AA degree.

**Duties/Responsibilities:** Be knowledgeable of MDE Early Learning Scholarship Work Plan and program policies. Provide enhanced outreach and engagement to priority families to include homeless, foster care, child protection, teen parent, 3-5 year-olds, Leech Lake families statewide, agencies working with priority families, Head Start, School districts, family child care and centers according to workplan. Conduct application intake and review for approval.

**Maajiigin Center Manager ~ Education ~ D.O.Q ~ Job Code: 24-048**

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

**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.

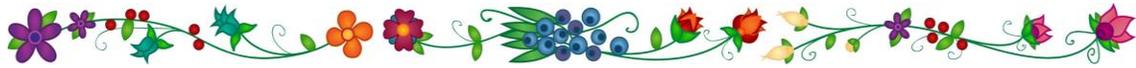
**Diabetes Registered Dietitian (Part time) ~ Health ~ D.O.Q ~ Job Code: 24-050**

**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.



**Building Worker (S. Lake) ~ DPW ~ \$15.00/hr ~ Job Code: 24-052**

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

**Summary:** Responsible for performing labor, custodial, grounds keeping, building and mechanical maintenance.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Six months to one year of general experience.

**Duties/Responsibilities:** Performs grounds care, including but not limited to, mowing, trimming, edging, pruning, fertilizing, watering, reseeding, applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs, snow removal, spreading sand, salt or ice melt. Performs custodial tasks, including but not limited to, sweeping, vacuuming, extracting, mopping and polishing floors; washing, painting, ceilings, interior, exterior walls and siding; cleans windows and blinds; cleans bathrooms, showers and fixtures.

**Building Worker (Onigum) ~ DPW ~ \$15.00/hr ~ Job Code: 24-053**

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

**Summary:** Responsible for performing labor, custodial, grounds keeping, building and mechanical maintenance.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Six months to one year of general experience.

**Duties/Responsibilities:** Performs grounds care, including but not limited to, mowing, trimming, edging, pruning, fertilizing, watering, reseeding, applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs, snow removal, spreading sand, salt or ice melt. Performs custodial tasks, including but not limited to, sweeping, vacuuming, extracting, mopping and polishing floors; washing, painting, ceilings, interior, exterior walls and siding; cleans windows and blinds; cleans bathrooms, showers and fixtures.

**Police Officer (Full time) (3) ~ DPS ~ D.O.Q ~ Job Code: 24-058**

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

**Summary:** Tribal Police Officers protect life and property, preserve the peace, prevent offenses, detect and apprehend offenders and help those in need of assistance.

**Education/Experience:** POST Board certified or eligible to be POST Board certified. Must have successfully completed Basic Police Training Program and/or program provided by Federal Law Enforcement Training Center. No previous Law Enforcement experience required.

**Duties/Responsibilities:** Enforcement of Federal Laws, State of Minnesota Statutes and traffic laws, Beltrami, Cass, Hubbard and Itasca County laws and Leech Lake Band of Ojibwe laws and ordinances. Promote crime prevention and undertake community policing activities to improve quality of community life. Patrol assigned areas on foot or in vehicles to check security of property and watch for unusual activity. Maintain daily log sheets, reports, investigations, and citations.

**Dispatcher (Full time) (2) ~ DPS ~ D.O.Q ~ Job Code: 24-059**

**Summary:** Provide communications directly with Police Officers acting as the communications center for LLTPD and other law enforcement agencies and for persons needing LLTPD Police assistance or services.

**Education/Experience:** High School Diploma or General Education Diploma required.

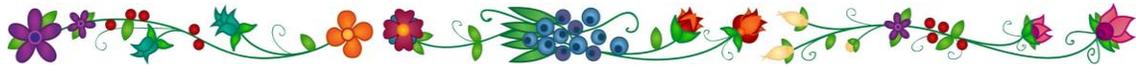
**Duties/Responsibilities:** Determine the nature and take action on telephone calls such as the need for police, fire department or ambulance service or general LLTPD services, and answer telephone calls to a specific employee and maintain a message log of all calls and delivering messages to the appropriate person. Ensure all radio transmission from the officers in the field are answered promptly, evaluated efficiently and responded to courteously. Create initial complaint report (ICR) and determine type of assistance required.

**Dispatcher (Part time) ~ DPS ~ D.O.Q ~ Job Code: 24-060**

**Summary:** Provide communications directly with Police Officers acting as the communications center for LLTPD and other law enforcement agencies and for persons needing LLTPD Police assistance or services.

**Education/Experience:** High School Diploma or General Education Diploma required.

**Duties/Responsibilities:** Determine the nature and take action on telephone calls such as the need for police, fire department or ambulance service or general LLTPD services, and answer telephone calls to a specific employee and maintain a message log of all calls and delivering messages to the appropriate person. Ensure all radio transmission from the officers in the field are answered promptly, evaluated efficiently and responded to courteously. Create initial complaint report (ICR) and determine type of assistance required.



**Law Enforcement Intern (2) ~ DPS ~ \$21.00/hr ~ Job Code: 24-063**

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

**Summary:** Serves as intern while completing Law Enforcement degree to foster an awareness of the civic, social, and moral responsibilities of the Criminal Justice system to society.

**Education/Experience:** Currently enrolled in an accredited post-secondary educational institute, working towards a degree in Law Enforcement.

**Duties/Responsibilities:** Plan and execute various projects for the department including, but not limited to, conducting research by a variety of means via examination of records, use of the internet, and performing statistical analysis. Represent the department at various public functions such as community events, meet and greets, presentation assistance, and other public functions assigned by supervisor. Serves as Dispatch Communication Officers when requested.

**Mental Health Professional (4) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-065**

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

**Summary:** Responsible for providing direct mental health services, including psychotherapy, with an emphasis on individuals and families, using various treatment modalities and skills to produce social, psychological, emotional and spiritual well-being.

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

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

**CTSS Mental Health Practitioner (4) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-066**

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

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

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

**Duties/Responsibilities:** Become familiar with the Leech Lake Band of Ojibwe Human Services programs and social service and behavioral health agencies in surrounding counties. Develop rapport with guardians/parents of child client and engage the family in services and planning throughout the calendar year, as appropriate.

**Long Term Case Manager (Part time) ~ Health ~ D.O.Q ~ Job Code: 24-068**

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

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

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

**Duties/Responsibilities:** Conduct comprehensive online MN CHOICE Assessments for clients by evaluating the status of their physical, mental, social and environmental health. Coordinate the provisions of long-term services and supports to ensure appropriateness, quality, cost effectiveness. Complete a plan of care for client.



**Family & Community Support Specialist ~ Education ~ \$18.16/hr ~ Job Code: 24-069**

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

**Summary:** Responsible for providing support for families in regards to family goal setting and attendance issues by building positive relationships and promoting family engagement.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Possess a Family Service Certificate or obtain within the first year of employment.

**Duties/Responsibilities:** Follow the HSPS guidance and ECD Attendance policy(s) on follow up and reporting requirement. Compile Family Goals into spreadsheet and distribute by classroom. Assist in planning and attend family engagement events and activities.

**Ecological Restoration Technician ~ DRM ~ \$17.00/hr ~ Job Code: 24-071**

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

**Summary:** Assists the plant resources department in research and management projects related to native plants within the Leech Lake Reservation.

**Education/Experience:** Pursuing a Degree in Biology, Botany, Forestry, Natural Resource Management, or related field preferred, or have completed coursework in those fields. Familiarity with invasive species and local land/water conservation issues. Knowledge of tree pruning and care, mowing and general landscape maintenance.

**Duties/Responsibilities:** Work under the direction of the Botanist and/or crew leader to implement a variety of restoration projects intended to be control methods for non-native invasive species (NNIS). Follow protocol for field work and accurate data collection. Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation.

**Seasonal Invasive Species Technician (2) ~ DRM ~ \$16.00/hr ~ Job Code: 24-072**

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

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

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) with interest and experience in the control of non-native invasive species required. Currently perusing an A.S. or B.S. degree in Natural Resources Management, Biology, Forestry or equivalent studies preferred.

**Duties/Responsibilities:** Work under the direction of the Botanist and/or crew leader to implement a variety of control methods for invasive species (mechanical control, bio-control release). Follow strict protocol for field work to ensure goals are being achieved. Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation.

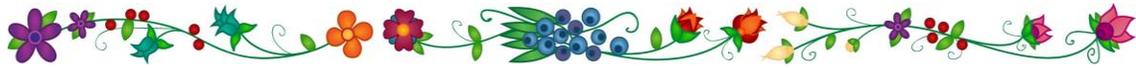
**Crisis Response Team Behavioral Health Specialist ~ Behavioral Health ~ \$30.90/hr ~ Job Code: 24-079**

**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 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 demonstrate a desire and willingness for additional ADC education and training. Applicant should have at least 30 hours of Crisis related trainings or must be willing to obtain upon hire. ADC II/III preferred. Crisis Response experience strongly preferred.

**Duties/Responsibilities:** Responsible for coverage of regular work day crisis response when activated by LLBH crisis line or via walk-in crisis, throughout the reservation including normal business hours, this position will respond directly to location of Crisis clients. Participate in multidisciplinary team meetings, present client data and solicit recommendations. Be familiar with area resources for both chemical and mental health related services/programming and make timely referrals.



### **Holistic Health Practitioner (Master Level) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-080**

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

**Summary:** Develop, lead, and advise staff and programming that promotes and enhances the well-being of community members from an Indigenous lens and value system. Provide energy-based services (such as Reiki, Healing Touch, Traditional Cultural Healing) to address physical, emotional, mental, and spiritual needs of community members. Coordinate and implement Indigenous wisdom approaches and cultural best practice models as well as energy-based practice modalities into services. Provides strategic advice as requested to effectively promote program services provided through the Leech Lake Behavioral Health Division.

**Education/Experience:** Must be a Reiki Master Level III, or certified Healing Touch Practitioner, and/or a person held out by the community as someone to provide traditional healing and ceremonial practices and/or a midwife or doula. A minimum of 1-2 years active experience in holistic-based service delivery to clients, with a preference given to 3+years of active holistic health experience. Ability to speak Ojibwemowin with some fluency is beneficial. Experience in Anishinaabe cultural and seasonal ways of life, including but not limited to; storytelling, berry picking, maple syrup, wild rice, netting, traditional medicine gathering, and spiritual practices. Experience providing Reiki and/or Healing Touch traditional healing and ceremonial practices, and/or midwifery/doula with the ability to integrate that knowledge into services provided. Experience and knowledge of traditional-based medicines and/or herbal ways of healing with the ability to integrate that knowledge into service and products provided. Experience with, and understanding of, the benefits and limitation of holistic care. Experience providing holistic methods in health care that address the underlying energetic causes of dis-ease rather than treating symptoms of illness or disease. Experience providing holistic services to individuals who are experiencing mental health, crisis, or who are withdrawing from or in recovery from substances.

**Duties/Responsibilities:** Develop recommendations for follow-up or discharge planning for clients. Responsible for documentation and data collection pertaining to holistic health services. Assist in developing, coordinating and implementing Indigenous Wisdom-based services for prevention, maintenance and healing for Leech Lake Behavioral Health. Develop, implement, and provide opportunities for holistic health services with a focus towards Indigenous teachings and ceremonies.

### **Help Desk T1 ~ MIS ~ D.O.Q ~ Job Code: 24-087**

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

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

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

**Duties/Responsibilities:** Responsible for following up on tickets, taking internal notes, customer/user communications, correspondence. Operation of remote support appliances/software. Must maintain a working inventory of Printers, including addresses and drivers.

### **Community Health Representative (2) ~ Health ~ D.O.Q ~ Job Code: 24-088**

**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.

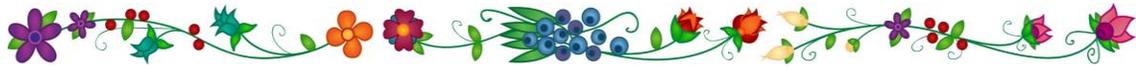
### **Emergency Medical Technician (EMT) Attendant (4) (Part Time) ~ Health ~ D.O.Q ~ Job Code: 24-089**

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

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

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

**Duties/Responsibilities:** Adhere to ambulance policies, procedures, standing orders and protocols. Responsible for; maintaining ambulance unit's cleanliness, restocking of equipment, maintaining work/office space as assigned, completing documentation for all ambulance calls, and gathering insurance information and HIPPA privacy information on each patient.



**Lead Cook (Maajiigin Center) ~ Education ~ \$22.97/hr ~ Job Code: 24-091**

**BCA REQUIRED**

**Summary:** Responsible for ensuring meeting each child's nutritional needs, providing a sanitary environment and establishing good eating habits that promote healthy development and lifelong well-being.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Work experience in cooking in a large setting is preferred. Minimum one-year experience in a supervisory position is preferred.

**Duties/Responsibilities:** Supervise, support, train, evaluate and provide general guidance to the Cooks. Plan and follow the cycle menu that provides creditable and nutritional meals for children. Facilitate the menu planning with administration staff in menu planning process.

**Domestic Violence Officer ~ DPS ~ \$30.00/hr ~ Job Code: 24-092**

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

**Summary:** Protect life and property, preserve the peace, prevent offenses, detect and apprehend offenders and assist surrounding agencies in need of assistance, with an emphasis on domestic violence related crimes and offenses.

**Education/Experience:** Two years of Law Enforcement experience preferred. Must have successfully completed; Basic Police Training Program and/or program provided by a Federal Law Enforcement Training Center. MN POST Board certified.

**Duties/Responsibilities:** Promote crime prevention and undertake community-policing activities to improve quality of community life. Patrol assigned areas within the Reservation, including all communities, housing areas, roadways and waterways, federal and tribal buildings on foot or in vehicles to check security of property and watch for unusual activity. Examine scenes of crimes or accidents to locate and obtain evidence for testing analysis.

**Grants Manager/Data Records Technician ~ DPS ~ \$24.15/hr ~ Job Code: 24-093**

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

**Summary:** Responsible for review of grants; reports, documents and creates files for new or existing Federal, State, grants obtained by the Department of Public Safety. Follows up with grant/ budget recommendations directed by the Public Safety Director. Works closely with program director with regard to submission of narrative progress reports to funding agencies, purchases of equipment, supplies and other requirements of the grant. Provides technical assistance to program director in regard to timeline compliance with grant guidelines.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associate's Degree in Business Administration Management or Accounting is preferred.

**Duties/Responsibilities:** Prepare and maintain a reporting database of all grants and contracts, reporting periods and renewal due dates. Research new funding sources to include, but not limited to: Federal, State, Foundations and Corporations. Assists Program Managers with budget modifications and grantor notifications as required.

**Security Guard (Part time – OTP) ~ A&D ~ \$18.00/hr ~ Job Code: 24-094**

**VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND 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. Handle hostile and/or friendly persons. Patrolling opening doors, checking alarms, escorts and any unusual activity regarding security.

**Gaa-Niigaaniziwaad Mentor (Part time) (6) ~ Education ~ \$18.00/hr ~ Job Code: 24-095**

**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.



**Case Manager (Duluth) ~ Administration ~ D.O.Q ~ Job Code: 24-096**

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

**Summary:** Responsible for providing comprehensive case management services to children and families who are involved in, or is at risk to be in the child welfare system. The goal is to work directly with children & parents with the intent to prevent or reverse the removal of children from the home. Provides support services to enhance or ensure the family's ability to achieve child safety, to teach, reinforce positive family relationship skills, and promote the well-being of 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. Develop a case plan with families and monitor to ensure goals are achieved. Conduct scheduled and unscheduled client home visits.

**Case Manager (Urban Office) ~ Administration ~ D.O.Q ~ Job Code: 24-097**

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

**Summary:** Responsible for providing comprehensive case management services to children and families who are involved in, or is at risk to be in the child welfare system.

**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. Develop a case plan with families and monitor to ensure goals are achieved. Conduct scheduled and unscheduled client home visits.

**Driver (Part time – OTP) ~ A&D ~ \$18.00/hr ~ Job Code: 24-098**

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

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

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

**Duties/Responsibilities:** Transport patients to and from appointments at the Opioid Treatment Center and Health Care Facilities. Maintain vehicle mileage reports, service records and logs. Vehicle maintenance and cleaning.

**Cook (Opioid Treatment Program) ~ A&D ~ \$18.75/hr ~ Job Code: 24-099**

**BCA REQUIRED**

**Summary:** Responsible for meeting each client's nutritional needs, providing a sanitary environment and establishing good eating habits that promote healthy developmental and life-long well-being for clients and children.

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

**Duties/Responsibilities:** Ensure dishes are washed, sanitized and put in proper place. Conduct an inventory of foods before placing grocery order to control costs when needed. Be aware of special dietary needs for specific clients or children and comply with those needs.

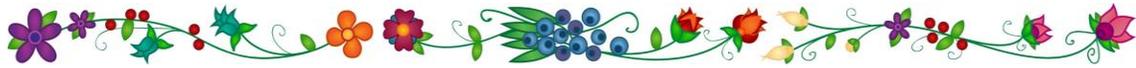
**Administrative Officer ~ DPS ~ \$28.87/hr ~ Job Code: 24-100**

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

**Summary:** To assist the Chief of Police in all aspects of daily office operation and management, providing timely support to departmental employees requesting services to accomplish general or major tasks in achieving their goals and those of the department.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Must have excellent skill and experience in office management, as a secretary and in public relations.

**Duties/Responsibilities:** Transcribe highly confidential investigative statements and reports. Maintain records filing systems for departmental employee PAF's, LLTPD general files, purchase orders and disbursement voucher files. Prepare the Departmental annual budget. Monitor spending of General Fund and Grants. Prepare budget modifications, line item changes.



**Maternal Child Health RN ~ Health ~ D.O.Q ~ Job Code: 24-101**

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

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

**Education/Experience:** Licensed Registered Nursing or Public Health Nursing Certification is required. Experience in Public Health preferred or 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. Required to have 50-75% of the work week meeting with clientele; willing to go into client homes. Provide community educations & trainings: Group Sexual Education and prevention classes.

**Advanced Practice Provider (Tribal Clinics) ~ Health ~ D.O.Q ~ Job Code: 24-102**

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

**Summary:** Provide primary health care services within the Tribal operated, community based clinics.

**Education/Experience:** Minnesota State License of Nurse Practitioner (NP) or Physician Assistant (PA-C) is required. Two years of primary health care experience in a tribally operated, Indian Health Service Program, or rural clinic is preferred.

**Duties/Responsibilities:** Education of and effective communication with those serve, concerning the diagnosis and treatment of their medical conditions, appropriate preventative measures and used of the health care system. Devise, implement and evaluate plans of care utilizing sound clinical judgements based on assessment of the physical, psycho-clinical judgements based on assessment of the physical, psychological, emotional, societal and environmental needs of the patients. Utilize the resources of the reservation community.