



Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **WEDNESDAY, FEBRUARY 19th, 2025**

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: 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.

THE FOLLOWING POSITIONS CLOSE ON FEBRUARY 21st, 2025

Youth Programs Manager ~ Administration ~ D.O.Q ~ Job Code: 25-023

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

Summary: Responsible for designing, implementing, and overseeing educational, recreational, and developmental programs for children and youth. This position involves working closely with young people, families, staff, volunteers, and community partners to provide a safe, supportive, and engaging environment that fosters personal growth and positive youth development.

Education/Experience: Associate's degree in Social Work, Education, Recreation, or a related field required. Bachelor's degree in Social Work, Education, Recreation, or a related field preferred. Two (2) years experience in administering youth programming. Experience in directing program planning and development.

Duties/Responsibilities: Develop and manage the program budget, ensuring efficient use of resources and meeting financial objectives. Plan and coordinate special events and activities that promote community involvement and awareness. Promote programs and recruit participants through outreach efforts, including social media, community events, and partnerships.

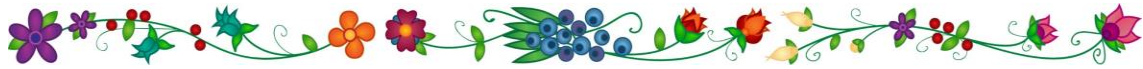
Forested Wetlands Manager ~ DRM ~ \$33.65/hr ~ Job Code: 25-024

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

Summary: Work in cooperation with the Leech Lake DRM Forestry department, the Climate Coordinator, and DRM Wetlands staff in recommending, managing, and implementing relevant wetland mapping, inventories, monitoring, research projects, data analysis, and programmatic decisions related to Tribal forested wetland and peatland resource protection, restoration, and inclusion into carbon credit system(s). Will research and recommend the most beneficial options for the Tribal forested wetland and peatland resources within the restored lands as part of a three-year feasibility study for carbon market inclusion. Responsible for quality work from all other personnel assisting on projects; knowledge of the expectations of the Forestry Director and Forester is a must.

Education/Experience: Bachelor's degree in Forestry, Silviculture, Biology, Natural Resource Science, Hydrology, Environmental Science or similar degree required. Master's or Doctorate degree in Forestry, Silviculture, Biology, Natural Resource Science, Hydrology, Environmental Science or similar degree with a focus in wetland related studies preferred. Working knowledge of wetland ecology, hydrology, soils, and vegetation specifically related to forested wetlands and peatlands. Knowledge of water quality sampling, environmental monitoring, and invasive species mitigation. Experience writing and managing grants.

Duties/Responsibilities: Supervise, train, and provide general guidance to Forestry, Water, or Wetland Specialists, Technicians, and Seasonal Interns that may assist in forested wetland and peatlands work. Lead and implement research and restoration projects as needed. Responsible for various duties involving different and unrelated processes and techniques, several alternative solutions may have to be considered in the application of specialized forestry, wetland, and carbon market principles to various work and theoretical situations encountered in the process of assessing Tribal assets for restoration and inclusion into carbon credit and wetland bank markets.



Climate Project Coordinator ~ DRM ~ \$33.65/hr ~ Job Code: 25-025

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

Summary: Lead and support efforts to develop, implement, and evaluate a Carbon Feasibility Assessment and, ultimately, work with the National Indian Carbon Coalition (NICC) to develop, verify, and list the project on the voluntary carbon market. This role involves collaboration across departments, engagement with tribal members and stakeholders, and integrating scientific research with traditional knowledge.

Education/Experience: Bachelor's degree in Forestry, Silviculture, Biology, Natural Resource Science, Hydrology, Environmental Science or similar degree. Two years of experience in climate adaptation, natural resource management, or a related field preferred.

Duties/Responsibilities: Monitor and evaluate carbon market trends. Create reports, maps, and visual tools to communicate findings and progress to diverse audiences. Secure grants and funding for climate adaptation initiatives, preparing necessary applications and performance reports. Design and deliver educational materials and outreach opportunities for Tribal members, schools, and external partners.

GIS & Data Administrator (Part time) (2) ~ DRM ~ D.O.Q ~ Job Code: 25-026

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

Summary: Oversees the management, organization, and maintenance of geospatial and drone imagery data to support environmental planning, resource management, and decision-making within the Division of Resource Management (DRM). This role will ensure data integrity, security, and accessibility while also managing the drone equipment fleet, ensuring regulatory compliance, and providing technical support to DRM program managers for data collection and analysis.

Education/Experience: Three to five years of experience and proficiency in GIS data management, (ArcGIS/Pro, AGOL) (Pix4D, DroneDeploy) Remote Sensing, FAA Part 107 Remote Pilot Certification (or willingness to obtain). Experience in Tribal natural resource management and knowledge of culturally significant species is a plus.

Duties/Responsibilities: Develop best practices and standard operating procedures for drone data collection and GIS usage. Support cultural and environmental initiatives, including mapping and monitoring culturally significant sites, species, and landscapes. Maintain, organize, and update GIS datasets, including geospatial layers, drone imagery, and metadata.

Benefits Specialist (Human Resources) ~ Administration ~ D.O.Q ~ Job Code: 25-031

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

Summary: Support benefits initiatives (including open enrollment), and take on a variety of administrative responsibilities related to all of our benefits programs. These include medical, dental, life insurance, disability, other voluntary benefits, and our 401k and 403b retirement plans. This role requires strong analytical and problem-solving skills, as well as excellent communication and interpersonal abilities.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Associate's Degree in Accounting or Business Management preferred. Two to four years of experience in the field or in a related area.

Duties/Responsibilities: Educate employees on benefits provided by the LLBO (core benefits and voluntary benefits). Distribute, receive, review benefit applications forms from employees. Act as the primary contact for employee benefit inquiries, delivering accurate resolutions in a timely manner. Process benefit changes, updates, and terminations in a timely manner to meet critical deadlines for payroll and vendors.

THE FOLLOWING POSITIONS CLOSE ON FEBRUARY 28th, 2025

Indigenous Researcher III ~ Education ~ D.O.Q ~ Job Code: 25-034

BCA REQUIRED

Summary: As an Indigenous Researcher within our organization, you will contribute to the advancement of Indigenous knowledge, culture, and community through research initiatives. This position involves conducting culturally sensitive research, collaborating with Indigenous communities, and disseminating findings that positively impact Indigenous well-being.

Education/Experience: Bachelor's degree in Indigenous Studies, Education, Anthropology, Sociology or a related field required. Master's, or Ph.D. in Indigenous Studies, Education, Anthropology, Sociology or a related field preferred. Ojibwemowin literacy and fluency may be utilized in place of educational requirements. Strong understanding of Indigenous cultures, traditions, and community dynamics. Experience in conducting research projects with Indigenous communities.

Duties/Responsibilities: Conduct research projects focusing on Indigenous issues, culture, and community development. Contribute to the development of research proposals to assist in securing funding for projects. Disseminate research findings through publications, presentations, and community engagement. Stay informed about relevant literature, policies, and advancements in Indigenous research.



Grants Budget Manager ~ Education ~ D.O.Q ~ Job Code: 25-035

BCA REQUIRED

Summary: Responsible for improving the quality of fiscal operations by maintaining and implementing a sound System of grants and fiscal management for the Education Division programs. Works closely with Education administrative education programs to ensure effective delivery of services and part of the Education Administration leadership team for fiscal administration with other programs managers and staff to carry out tasks.

Education/Experience: Associates degree (AA) in Business or Finance is preferred. High School Diploma or General Education Diploma (G.E.D) with four years budget and/or grants related work experience required.

Duties/Responsibilities: Assist the Education Director in planning and implementing systems necessary for operation of the programs according to contracts requirements and annual funding agreements. Monitor budget activities and work closely with Leech Lake Band of Ojibwe accounting department to process any budget amendments or modifications as necessary. Responsible for development and implementation of grants tracking mechanism for all of the Education Administration federal, state and private grants programs.

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.

Clinical 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.

Home Healthcare RN (2) ~ 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.

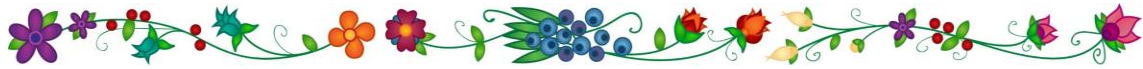
Naagaanizid Gekinwaa'amaaged (Lead) ~ Education ~ D.O.Q ~ Job Code: 24-044

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 Maajjigin 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.



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.

Mental Health Professional (2) ~ 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.

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.

Community Health Representative ~ 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: Must be currently an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. 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 part 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.



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 or AA Degree in Social Work (BSW), Criminal Justice, Psychology or other Human Service related field is required or; Two years of experience in a Social Work, Criminal justice, Psychology or the Human Services field. Experience working with Native 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.

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.

Bailiff (Part time) ~ DPS ~ \$26.50/hr ~ Job Code: 24-118

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

Summary: Ensures order and security within the courtroom.

Education/Experience: Must have law enforcement experience. Must have successfully completed Basic Police Training Program and/or program provided by Federal Law Enforcement Training Center. POST License eligible.

Duties/Responsibilities: Attend all sessions of court. Announce "all rise" in a clear and firm voice when judge or panel members enter and leave the room. When the council for either side state will call a witness, the Bailiff will leave the courtroom, find the witness, and return with them to the courtroom without delay.

Police Officer (Part time) ~ DPS ~ \$26.50/hr ~ Job Code: 24-137

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.

Accounts Receivable Team Leader ~ Finance ~ D.O.Q ~ Job Code: 24-149

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

Summary: Provide dependable financial services to the LLBO through expertise and practical procedures for processing and maintaining sound financial records.

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

Duties/Responsibilities: Monitor, advises, maintains, and reports on Accounts Receivable subsidiary and closeouts. Monitor, setup, and maintains customer master files as they apply to processing A/R transactions, internal billings, revenue, and required reporting requirements. Provide training and counseling to Division Directors on policies, procedures, regulations and revisions as they relate to A/R transactions, internal billings, required reporting and the processing of related forms.



Driver/Operator (Tribal Roads) ~ DPW ~ \$19.00/hr ~ Job Code: 24-181

VALID CLASS D DRIVER'S LICENSE (ABILITY TO OBTAIN CLASS B WITHIN 6-8 MONTHS OF HIRE DATE AND OBTAIN CLASS A WITHIN ONE AFTER OBTAINING CLASS B)

Summary: Ensure that all reservation roads are maintained.

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

Duties/Responsibilities: Operate heavy equipment to push, pile or load materials, such as sand, earth, gravel or refuse. Operate a tandem dump truck equipped with a snow plow and wing for snow removal on either gravel or bituminous surface roadways and hauls gravel for resurfacing or patching weak areas. Operate a heavy duty truck tractor and low-boy to haul heavy equipment to maintain projects throughout the Leech Lake Reservation.

Fisheries Biologist ~ DRM ~ D.O.Q ~ Job Code: 24-182

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

Summary: This position focuses both on field and administrative duties for the DRM Fisheries Program. Responsibilities include, but not limited to: managing a fish hatchery, supervising fisheries staff, grant writing, developing and implementing fisheries management plans, conducting fisheries field surveys and assessments, designing and implementing fisheries research projects, responding to fisheries-related inquiries and concerns from the public, providing expertise and guidance on fisheries issues, conducting environmental reviews, and working with a variety of stakeholders and agencies on fisheries management.

Education/Experience: Masters or Doctorate degree in Fisheries, Biology, or Natural Resources Management required. Minimum three years of experience in Natural Resources Management as a Fisheries Biologist or closely related field is required.

Duties/Responsibilities: Work with other agencies on fisheries management and habitat enhancement projects. Promote understanding of cultural importance of tribal resources with cooperating agencies with the goal of improving land and aquatic management practices that may otherwise impair cultural and natural resources. Administer grants by creating and tracking budgets, writing cooperative agreements, and facilitating project completion within grant timeframes and write reports to funding agencies.

SNAP ED Educator ~ Education ~ \$18.61/hr ~ Job Code: 24-190

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

Summary: Provide direct delivery of nutrition education on the Leech Lake Reservation.

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

Duties/Responsibilities: Be knowledgeable of the current SNAP ED program work plans, goals, objectives/initiatives, policies & procedures. Promote and work to improve the access to affordable foods and greater use of traditional foods through partnerships and collaboration with tribal programs that strengthen Native food systems and the health and well-being and SNAP-Eligible participants. Work with Reservation communities to plan and implement gardening initiatives and nutrition classes.

Practice Base Coaching Coordinator ~ Education ~ D.O.Q ~ Job Code: 24-195

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

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

Education/Experience: Baccalaureate in Early Childhood Education is required with a minimum of five (5) years of teaching as a Team Leader within a Head Start program. Extensive knowledge of early childhood education including all domains of learning and development is required. Familiarity with current research and understanding how that research can be translated into classrooms is required. Experience in providing and implementing early childhood education service activities and training for teaching staff and parents is required.

Duties/Responsibilities: Evaluate classroom staff using a variety of informal and formal observations, and personal interviews to determine training and coaching needs for each staff member and site team. Discuss and reflect on observation and note progress with each teacher. Work with Education Manager and classroom staff to up-date yearly written Professional Development Plans for classroom staff.



Associate Child Welfare/Family Wellness Attorney ~ Administration ~ D.O.Q ~ Job Code: 24-200

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

Summary: Provides legal advocacy to the Leech Lake Child Welfare Department, including legal representation for the Band in Tribal Court and State Court. Work with Leech Lake Family Service agencies. Representation may include Child Support and the Leech Lake Vulnerable Adult Code. Additional work may include a review of contracts and negotiations with the State of Minnesota, the Department of Human Services, and County Governments.

Education/Experience: Juris Doctorate Degree. Three years of strong relevant Child Protection (CHIPS) experience with emphasis on the Indian Child Welfare Act. Three years of strong experience in family law. Experience working with American Indian children and families. Experience working with Tribal and/or District court systems. Experience in Microsoft Office applications and case management software.

Duties/Responsibilities: Defend and prosecute on behalf of the Leech Lake Band of Ojibwe in all actions arising under the jurisdiction of the Leech Lake Tribal Court, state district courts, and forums. Coordinate, organize, and track legal obligations for Leech Lake Family Services administration and programs. Coordinate legal activities between the Leech Lake Child Welfare program, other tribal departments, government organizations, and local county/state agencies.

Rover/Driver (Facility Maintenance) ~ DPW ~ \$15.00/hr ~ Job Code: 24-201

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND 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) preferred. 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. Driving custodial maintenance vehicle to various sites.

Staff Accountant II ~ Finance/Accounting ~ D.O.Q ~ Job Code: 24-202

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.

Case Manager (Urban Office) ~ Administration ~ D.O.Q ~ Job Code: 24-204

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

Summary: Responsible for providing comprehensive case management services to children and families who are involved in, or 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 or AA Degree in Social Work (BSW), Criminal Justice, Psychology or other Human Service related field is required or; Two years of experience in a Social Work, Criminal justice, Psychology or the Human Services field. Experience working with Native 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.



Lead Nurse (A.R.C) ~ A&D ~ D.O.Q ~ Job Code: 24-208

BCA REQUIRED

Summary: Provides management, direction and supervision of Licensed Practical Nurses. Provides medication safety training to unlicensed staff. Will oversee the medication management system for ARC. Revise / update written medication policies and procedures. Advocate for the health and overall well-being of ARC residents.

Education/Experience: Current RN licensure is required, with at least two years of experience in mental health, chemical health, clinical or primary care setting. Bachelor's Degree in Nursing from an accredited institution. Coursework/clinical included Public Health Nursing education preferred. Public Health Nurse (PHN) Certification is preferred.

Duties/Responsibilities: Responsible for revising and updating written ARC Nursing policies and procedures. Demonstrate competency and use of the nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation). Provides education to residents on health-related topics, including but not limited to; COVID-19, HIV/AIDS, Hepatitis, STIs.

Assessor (O.T.P) ~ A&D ~ D.O.Q ~ Job Code: 24-211

BCA REQUIRED

Summary: Responsible for providing Comprehensive Assessments for persons residing within the boundaries of the Leech Lake Reservation.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Associate Degree in Human Services related field preferred. UMICAD certification; LADC preferred. Training hours may be provided by Leech Lake Opioid Treatment Program.

Duties/Responsibilities: Schedule and administer comprehensive assessments, in compliance with Direct Access guidelines, and with all program policies and procedures. Makes recommendations and provides referrals to appropriate agencies and resources. Determines eligibility for services.

Emergency Preparedness Liaison ~ Health~ D.O.Q ~ Job Code: 24-212

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

Summary: While collaborating with internal and external partners, including emergency management, healthcare, schools, businesses/workplaces, non-profit organizations, and the community, this position performs a range of basic office support duties for the Health Division. These duties include greeting and directing visitors, answering questions, performing routine security checks, data entry, overseeing the response and recovery to public health emergencies, maintaining the electronic filing system for emergency preparedness, preparing a policy for Health on various emergency situations, and other duties as assigned.

Education/Experience: A High School Diploma or General Education Diploma (G.E.D) is required. One year of emergency preparedness experience is preferred.

Duties/Responsibilities: Leads the development, review, and maintenance of preparedness documents, including plans. Collaboration with County/City/Tribal emergency managers to coordinate planning/responding to emergent needs. Direct oversight of grants allocated to emergency preparedness within the Health Division, including reporting, agency, and LLBO modifications.

Energy Grants Manager ~ DRM~ D.O.Q ~ Job Code: 24-213

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

Summary: Works with Sustainability program staff to identify, apply for, and administer energy-related grants and funding opportunities.

Education/Experience: Associate of the Arts (AA) degree in General Education required. Bachelor's Degree in a relevant field such as environmental science, public administration, or business administration is preferred. Minimum of 2 years of experience managing grants, preferably with a focus on clean energy or sustainability projects preferred. Experience working with Tribal governments or communities is preferred.

Duties/Responsibilities: Develop compelling grant proposals that clearly articulate project goals, timelines, budgets, and impact potential. Oversee the entire grant lifecycle, from pre-award planning through post-award reporting and evaluation. Manage complex grant budgets, ensuring responsible fiscal oversight and compliance with funding agency requirements. Liaise with funding agencies, providing updates and addressing inquiries.



Diabetes Registered Dietitian ~ Health ~ D.O.Q ~ Job Code: 24-214

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.

Infant Toddler Teacher (Ball Club) ~ Education ~ \$18.61/hr ~ Job Code: 24-218

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 (Ongium) (3) ~ Education ~ \$18.61/hr ~ Job Code: 24-219

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.

Health & Safety Emergency Medical Responder (EMR) ~ Regulatory ~ \$16.50/hr ~ Job Code: 24-221

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

Summary: To provide pre-hospital care, emergency medical treatment given to patients before they are transported to a hospital or other facility. Conduct alcohol and drug tests for Leech Lake Band of Ojibwe.

Education/Experience: Must be currently an Emergency Medical Responder and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. Must have 80 hour (minimum) course based on the U.S. Department of Transportation curriculum in Prehospital Emergency Care, CPR/AED certified, State and National Exams. Minimum renewal hours 16 every two years and Continuing Education Units for EMSRB. Must have continued education for EMR licensing.

Duties/Responsibilities: Determines nature and extent of patient conditions while trying to assess possible pre-existing medical problems. Determines level of care, patient assessment, medical care and mechanism of injury/illness. Conducts alcohol and drug testing while insuring the integrity and confidentiality of each is not jeopardized.

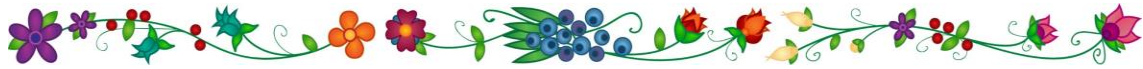
Health & Safety Emergency Medical Technician (EMT) ~ Regulatory ~ \$17.50/hr ~ Job Code: 24-222

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

Summary: To provide pre-hospital care, emergency medical treatment given to patients before they are transported to a hospital or other facility. Conduct alcohol and drug tests for Leech Lake Band of Ojibwe.

Education/Experience: Must be currently an Emergency Medical Technician and be registered with the MN Emergency Medical Service Regulatory Board at the time of application. Must have 80 hour (minimum) course based on the U.S. Department of Transportation curriculum in Prehospital Emergency Care, CPR/AED certified, State and National Exams. Minimum renewal hours 24 every two years and Continuing Education Units for EMSRB.

Duties/Responsibilities: Determines nature and extent of patient conditions while trying to assess possible pre-existing medical problems. Determines level of care, patient assessment, medical care and mechanism of injury/illness. Completes Inventory control and replacement of equipment and supplies.



Carpenter (Community Services) ~ DPW ~ D.O.Q ~ Job Code: 24-223

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

Summary: Provide carpentry repairs for construction activity within the RTC Emergency Housing Repair Program.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred. Two (2) years documented experience.

Duties/Responsibilities: Assist with the purchase and delivering materials to job sites. Measure, cut and install construction materials according to work orders. Meet and communicate with clients, vendors and suppliers.

Lead Carpenter/Estimator (Community Services) ~ DPW ~ D.O.Q ~ Job Code: 24-224

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

Summary: Supervise Carpenters, Provide and oversee carpentry repairs for construction activity within the RTC Emergency Housing Repair Program, and prepare pre-construction inspections.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred. General carpentry and building skills required including at least two years documented experience. At least one year of supervisory experience. At least one year of preparing estimates and material lists for projects.

Duties/Responsibilities: Oversee and provide direction to Carpenters. Purchase and deliver materials to job sites. Measure, cut and install construction materials according to work orders. Meet and communicate with clients, vendors and suppliers.

Water Resources Technician II ~ DRM ~ D.O.Q ~ Job Code: 24-227

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

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

Education/Experience: A minimum of AA with STEMs emphasis or AS in Natural Resource Science, Environmental Science or similar degree, or currently in final semester to obtain the aforementioned level of education required or a minimum of one-year experience conducting field work and/or environmental monitoring.

Duties/Responsibilities: Collect data using various water quality monitors at swimming beaches, rivers, and streams, lakes and bridges, and wetlands, often in remote locations. Participate in the preparation of reports on collected data and field work. Prepare and present as requested on water quality projects in the community and professionally. Provide educational outreach to the community.

Watershed Specialist ~ DRM ~ D.O.Q ~ Job Code: 24-228

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

Summary: Responsible for implementing and managing the Non-Point Source Pollution (NPS) and Clean Water Act Section 401 Water Quality Certification (401) Programs in coordinating aspects of regional environmental compliance and policy related. Will assist in activities associated with water quality and environmental monitoring.

Education/Experience: A minimum of B.S. in Aquatic Biology, Biology, Environmental Studies/Ecology, Chemistry, Natural Resources, or related field, or currently in final semester to obtain the aforementioned level of education required or a minimum of 3 years of experience implementing water resource activities and program management.

Duties/Responsibilities: Manage and build capacity for the NPS and 401 Programs and related grant funding responsibilities including project/work plan writing and follow-thru with grant processing, budgeting, reporting, etc. Develop and maintain NPS mitigation practices (erosion, runoff, rain gardens, etc.) as well as update and manage the LLBO NPS management plan. Locate, map and catalog Individual Septic Treatment Systems (ISTS).

Environmental Justice Liaison ~ DRM ~ \$23.00/hr ~ Job Code: 24-231

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

Summary: Establish and nurture partnerships with a diverse array of stakeholders across levels of internal and external government with a focus on environmental justice and Traditional Ecological Knowledge/Indigenous Knowledge. This includes overseeing and managing the Environmental Justice and Climate Programs, as well as coordinating various environmental justice efforts within and outside the Leech Lake government and the Tribal community.

Education/Experience: Minimum of B.S. in Biological Sciences, Natural Resources, Environmental Justice, or related field, or currently in final semester or a minimum of four years professional experience in Biology, Resource Management or Environmental Justice related field. Knowledge of LLBO Natural Resources, both current and historic. Must be a natural resource gatherer.

Duties/Responsibilities: Assist supervisors in the development, review, and implementation of environmental justice related initiatives. Develop relationships with state, local, and federal partners in promoting a shared stewardship vision for the Leech Lake Indian Reservation. Administration of any environmental justice funding to ensure adherence to requirements, terms and conditions, proper and timely reporting, and others as appropriate.



Billing Compliance Specialist (Child Welfare) ~ Administration ~ \$35.00/hr ~ Job Code: 24-238

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

Summary: Responsible for Child Welfare Staff as assigned to know billing systems as needed to complete billing processes for eligible clients who are provided with case management services, and also monitor, train staff and develop policies and procedures for efficient billing protocols to capture reimbursable expenditures.

Education/Experience: Bachelor's degree in Business Management/Accounting or related field preferred Associate's degree in Business Management/Accounting or related field or 4 years of similar experience required. Familiarity with SSIS terminology and Procentive billing software programs preferred. Knowledge in administrative, finance/budgeting and/or program development preferred. Experience working with SSIS or similar state billing system preferred.

Duties/Responsibilities: Maintain billing compliance by reviewing, organizing, and ensuring case managers and assistants are entering the required language and service arrangements into SSIS and Procentive to initialize the billing process. Verifies MA eligibility on billing submissions and informs CW staff members on MA ineligible billings to implement corrective actions.

Community Health Worker (Maternal Child Health) ~ Health ~ D.O.Q ~ Job Code: 24-239

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

Summary: Work with women at the highest risk for having poor birth outcomes; providing transportation, home visits, and acting as a referral source for clients. Assist patients by promoting overall health and wellness by creating goals and monitoring progress towards goals.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Community Health Worker certification required or must obtain within 1 year of hire date. Previous working experience in related jobs (health promotion, project coordination, or substance use programs).

Duties/Responsibilities: Provide ongoing follow-up with patients via phones calls, texting, home visits and clinic visits. Work in close collaboration with MCH nurses to provide comprehensive and coordinated care for all patients. Screen patients who would be candidates for a Rule 25 assessment and assisting in getting it completed. Receive and reach out to new referrals for program within 24-48 hours. Recognize and communicate medical issues and notify nurses promptly for further evaluation and follow up.

Training & Professional Development Coordinator ~ Education ~ D.O.Q ~ Job Code: 24-243

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

Summary: Responsible for the facilitating and coordination of training and professional development for program. Responsible for coordinating the higher education programming for teachers and childcare providers. Coordinate Megwayak programming with team support. Support the community and family engagement programming.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. AA in Human Services or Early Childhood preferred. Will consider a related field with at least three years of experience in Early Childhood. Must be willing to complete the Early Childhood or Human Services AA degree.

Duties/Responsibilities: Facilitate the development & scheduling of the annual training plan according to contract, licensing requirements and program needs. Facilitate the trainer and training development for the LLECD service area and programs ensuring training meets requirements. Attend training committees and develop partnerships with other agencies to coordinate training opportunities.

Behavioral Health Case Manager ~ Health ~ D.O.Q ~ Job Code: 25-001

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

Summary: Provide clinic and community-based behavioral health services to adults and adolescents. Conduct clinic and community-based mental health and chemical dependency screenings. Provide brief intervention counseling to individuals and families. Provide case management and facilitate care coordination within the community.

Education/Experience: A Bachelor's Degree in Social Work, Psychology, Community Health, or a related behavioral sciences field is required. Experience in the assessment of client needs is preferred. Preference is given to applicants with experience related to cultural competency with Native Americans, domestic violence, and chemical dependency.

Duties/Responsibilities: Respond to referrals and complete intake paperwork with clients to determine service eligibility. Document and monitor the documentation of all services provided through client records and data (i.e. demographic data, treatment plans, psychosocial history, progress notes, discharge planning, etc.). Act as a liaison between clients and community service providers, ensuring seamless access to tribal clinics, housing support, and behavioral health programs.



Dispatcher (2) ~ DPS ~ \$22.00/hr ~ Job Code: 25-003

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 (G.E.D) 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. Maintain a good working relationship with Emergency Medical Technicians, Ambulance services, IHS hospital, Health Division and Human Services Division in responding to all emergency calls.

Case Manager (Child Support) ~ Legal ~ \$18.00/hr ~ Job Code: 25-005

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

Summary: Promotes the goals of the Leech Lake Child Support Enforcement Program by providing hands-on, personal case management for clients with the goal of increasing consistent, long-term financial support for children. Process orders from the State/County/Tribal for child support.

Education/Experience: Must have a High School Diploma or General Education Diploma (G.E.D) with at least one year working with case management. Must process the background to read, understand and enforce a court order. Experience working with a court system.

Duties/Responsibilities: Reviews and processes all inter-jurisdictional court orders sent to us from State/County/Tribal entities for collection services received by the Leech Lake Child Support Program. Prepares the necessary paperwork for registration of court orders, enforcement of child support orders, including income withholding orders, modification of child support orders, recognition of orders from foreign jurisdictions (pursuant to full faith and credit). Works with State/County/Tribal counterparts on Locate Employment Verification Requests.

On Call Crisis Response Mental Health Professional (15) ~ Behavioral Health ~ D.O.Q ~ Job Code: 25-011

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

Summary: Responsible for providing clinical consultation and direction to mental health practitioners who will be providing phone, face-to-face assessment, intervention, and stabilization to both adults and children who reside on the Leech Lake Reservation who are experiencing a mental health crisis/emergency. The MHP provides provisional diagnoses, recommendations and oversight of the interventions offered by the mental health practitioner. 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 or Ph.D. in Psychology, Marriage & Family Therapy, Counseling, or Social Work and three (3) years' experience in the mental health field. 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 Strongly Preferred.

Duties/Responsibilities: Provide education on interventions including supportive counseling, traditional cultural intervention when appropriate. Report data and summaries relating to clients served in crisis situations. Participate in multidisciplinary treatment team meetings present client data and solicit recommendations.

On Call Crisis Response Mental Health Practitioner (15) ~ Behavioral Health ~ D.O.Q ~ Job Code: 25-012

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

Summary: Responsible for providing direct mental health, crisis services to community members within the boundaries of Leech Lake Reservation. Duties include providing suicide prevention, assessments, intervention, critical incident debriefing, and outreach services. Additional tasks include providing culturally based crisis response services providing appropriate follow ups with clients, and being able to identify and utilize tribal and community resources. This position works closely with Mental Health Professionals and Treatment Supervisors for consultation and treatment recommendations.

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 Strongly Preferred.

Duties/Responsibilities: Facilitate and support client reintegration and healthy transitions back into homes, routines, and communities after Mental Health treatment, referrals, and/or placements. Report data and weekly summaries relating to clients served and crisis situations. Participate in multidisciplinary team meetings, present client data and solicit recommendations.



Counselor Trainee (Women's Outpatient) ~ A&D ~ D.O.Q ~ Job Code: 25-014

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

Summary: Women's Services Program has a Substance Use Disorder Counselor Trainee position for an individual who wants to pursue a substance use disorder counseling career. This position would gain on the job counseling skills and training to qualify for UMICAD certification or LADC licensure.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Previous experience working with Native people in the human service field preferred.

Duties/Responsibilities: Follow directives from the counselor's and program manager regarding professional boundaries and twelve core functions. Shadow Counselors during daily routine duties. Will assist and co-facilitate group counseling sessions as part of training.

Land Use Administrator ~ DRM ~ \$20.00/hr ~ Job Code: 25-016

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

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

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

Duties/Responsibilities: Consult and cooperate with the Land Use Committee during its study of the Reservation's land use needs and development of the Official Tribal Land Use Comprehensive Plan and development of the official Tribal Land Use Map. Issue or deny Building Permits according to the provisions of this Ordinance. Assure inspections are conducted of buildings and land use of land to determine compliance with the terms of this ordinance.

GIS Technician ~ DRM ~ \$20.00/hr ~ Job Code: 25-017

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

Summary: Will assist in maintaining, editing and creating the DRM's geospatial database. Along with contributing to building the DRM's database, the Technician will assist the GIS Specialist and DRM staff with various geospatial projects.

Education/Experience: Completed an Associate's Degree or working towards a Bachelor's Degree in GIS or Geography, Natural Resources, Environmental Sciences or similar degree with GIS emphasis.

Duties/Responsibilities: Build land records utilizing ArcGIS Software from land legal descriptions. Correct or create land legal descriptions. Produce basic maps utilizing ArcGIS Software for DRM staff.

Community Wellness Recovery Navigator ~ DPS ~ \$24.00/hr ~ Job Code: 25-019

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

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

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

Duties/Responsibilities: Identify community resources (recovery, educational, vocational, social, cultural and spiritual resources). Assist recovering individuals to identify their personal interests, goals, strengths, and weaknesses regarding recovery. Assist/Support individuals to develop their own plan for advancing their recovery.

Office Assistant Billing Clerk ~ DPW ~ \$17.00/hr ~ Job Code: 25-020

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

Summary: Assist with office management that includes administrative duties of the Solid Waste Department and for providing assistant to the Office manager/Billing Specialist as required. Assist with the accounting functions that are assigned as they related to the Solid Waste Department under the Department of Public Works.

Education/Experience: Associates of Arts Degree or two-year post-secondary educations or equivalent combination of experience and education will be considered. A minimum of one-year accounting experience. A minimum of three-years of administrative office experience.

Duties/Responsibilities: Must maintain the normal functions of the office that includes; greeting visitors, answering and directing phone calls, assisting with the completion of applications, and all other general information deemed necessary. Assist the Office Manager/Billing Specialist with information for the Transfer Station/Recycling Center budget. Assist with the billing and invoicing for services rendered.



Technician (A.R.C) (2) ~ A&D ~ \$18.00/hr ~ Job Code: 25-021

BCA REQUIRED

Summary: Supervises resident compliances with program rules and regulations during counselor absence and provides approved transportation for residents.

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

Duties/Responsibilities: Cook, wash dishes, grocery shopping and clean area for clients when cook is not available. Provides active support to residents' sobriety goals. Provide supervision of household tasks ensuring premises and grounds are maintained, well-balanced meals are prepared and periodic changes of linen are available.

Security Guard (A.R.C) ~ A&D ~ \$18.00/hr ~ Job Code: 25-022

BCA REQUIRED

Summary: Secures premises for residents, staff, and visitors by patrolling property; monitoring surveillance equipment; inspecting building, equipment, and access points; permitting entry. Obtains additional assistance by alerting the appropriate authorities when needed. Provides written documentation of unusual or suspicious activity.

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

Duties/Responsibilities: Protect residents, employees, visitors and property from all hazards. De-escalate confrontations and problem solve to support Residents' needs. Limit access to areas that contain confidential information.

Holistic Health Practitioner I ~ Behavioral Health ~ D.O.Q ~ Job Code: 25-027

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

Summary: Provides energy-based services (such as Reiki and Healing Touch) to address physical, emotional, mental, and spiritual needs of community members, under the direction of the Holistic Health Practitioner-Master Level.

Education/Experience: Must be a Reiki trained and attuned Level II or higher, or certified Healing Touch Practitioner, with a minimum of 3 months active experience providing Reiki services as Reiki Level II practitioner, and 6 months or more preferred. Experienced providing holistic-based service delivery to clients, with a preference given to 1 year of active holistic health experience. 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 disease 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: Ensures holistic health client care needs are met through a variety of holistic and/or traditional techniques to address problematic issues presented by client to meet mutual goals and address client care needs. Provide prevention and ongoing services that connect clients to holistic and/or traditional way of healing and well-being. Develop recommendations for follow-up or discharge planning for clients.

Pre School Teacher (Onigum) ~ Education ~ \$18.61/hr ~ Job Code: 25-028

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.

Family Skills Worker (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 25-029

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

Summary: Responsible for providing family support services to families involved in the Child Welfare Department.

Education/Experience: Associate's Degree in a Human Services related field preferred. High School Diploma or General Education Diploma (G.E.D) required. Degree may be waived in lieu of experience in areas related to providing family supportive services. Experience working with Native American children and families required. Experience working in Human Services field preferred.

Duties/Responsibilities: Develop a family support case plan based on in-home assessment. Work with families to follow through with case plan in order to prevent out of home placement or to sustain family structure as families are reunified with their children who were in out of home placement. Identify resources and advocate for family to receive services from other agencies.



Case Manager (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 25-030

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 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 or AA Degree in Social Work (BSW), Criminal Justice, Psychology or other Human Service related field is required or; Two years of experience in a Social Work, Criminal justice, Psychology or the Human Services field. Experience working with Native American Indian children and families 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.

Chemical Dependency Counselor (A.R.C) ~ A&D ~ D.O.Q ~ Job Code: 25-032

BCA REQUIRED

Summary: Responsible for providing substance use disorder (SUD) treatment services to women/men 18 years and older in a residential setting in the form of: admissions and discharges, treatment planning, group facilitation, maintain accurate records, progress reports, family support and education.

Education/Experience: UMICAD CADC I, II, or III or LADC certified. AA Degree in Human Services related field and at least three years supervised work experience in the Chemical Dependency field or an equivalent combination of education and work experience in the chemical dependency field would be considered.

Duties/Responsibilities: Collect data for screening and conduct comprehensive assessments. Maintain accurate records, progress reports, and documented services provided. Develop client treatment plans based on research, clinical experience and client's records history (update as needed). Provide referrals to appropriate services as needed.

Counselor Trainee (A.R.C) ~ A&D ~ D.O.Q ~ Job Code: 25-033

BCA REQUIRED

Summary: Responsible for assisting counselor to identify individual client needs, learning to design effective treatment/aftercare plans and providing individual and group counseling in order to assist in the recovery from chemical dependency. This position will provide 150 hours of education training toward testing for Upper Midwest Indian Council on Addictive Disorders (UMICAD) Level I Chemical & Alcohol & Drug Counselor (CADC) Certification and provide 300 hours of supervised chemical dependency training required by UMICAD Level I Certification.

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

Duties/Responsibilities: Documents and maintains clients' participation and progress using approved charting systems. Provides referrals to clients on available resources and services within the reservation and surrounding counties. Assists by providing input of client's discharge summary, summarizing client's progress through treatment/aftercare and status upon completion.

Intake Worker/Receptionist ~ DPW ~ \$17.00/hr ~ Job Code: 25-036

Summary: Responsible for conducting intake of all DPW programs in person or by phone in a courteous and respectful manner. Also, responsible for providing clerical tasks and office support in daily office operations; such as answering phones, directing calls, filing, copying, record keeping and delivering and picking up payroll checks and mail.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Three (3) years of office experience preferred.

Duties/Responsibilities: Application and supporting documentation intake for all DPW programs. Keep logs and electronic files on all applicants for reporting purposes. Provide clerical support to the Operations Manager.

Driver (Part time - OTP) ~ A&D ~ \$18.00/hr ~ Job Code: 25-037

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.



Diver Assisted Suction Harvest (DASH) Technician (Part time Seasonal) ~ DRM ~ \$20.00/hr ~ Job Code: 25-038

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

Summary: Responsible for assisting the DRM DASH team in removing invasive species using diver assisted suction harvest. Will be required to assist in submerged aquatic plant surveys pre and post DASH work.

Education/Experience: A.A.S in Aquatic Ecology or related field required. B.S. in Aquatic Ecology or related preferred. Current PADI Open Water Diver's Certificate, or equal certification from accredited programs required.

Duties/Responsibilities: Provide minimal boat and equipment maintenance. Provide SCUBA proper equipment maintenance and handling. Collect field data for the purpose of progress reports, plus maintain a daily log of activities.

Watercraft Inspector (Full time Seasonal) ~ DRM ~ D.O.Q ~ Job Code: 25-039

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.