



Leech Lake Band of Ojibwe Summary of Job Openings

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Updated weekly and posted on www.llojibwe.org/jobs/llbojobs.html

Applications can be found online at: www.llojibwe.org/jobs/llbojobs.html

Mail documents to: LLBO HR – 190 Sailstar Drive NW, Cass Lake, MN 56633;

Fax documents to: 218-335-3697; **email documents to: 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 APRIL 18th, 2025

Cook (ARC) (2) ~ A&D ~ \$18.00/hr ~ Job Code: 25-066

BCA REQUIRED

Summary: Responsible for maintaining supplies and planning/preparing meals at the treatment program to ensure a healthy and nutritionally balanced diet for all residents.

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

Duties/Responsibilities: Cleans kitchen equipment and appliances daily, insures that table is set, dishes cleared, dishwasher stacked and unstacked following each meal. Inventories freezer and storeroom, places weekly grocery order with food distributor, working with established budget guidelines, processes upon receipt. Plans and prepares Sobriety Feast, special dinners, and resident picnics.

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.

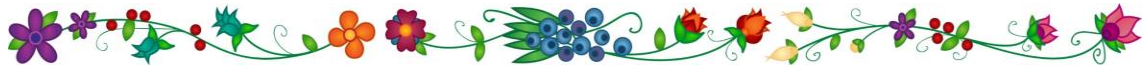
Home Healthcare RN (2) ~ Health ~ D.O.Q ~ Job Code: 24-035

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.



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.

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.

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.

Associate Child Welfare/Family Wellness Attorney ~ Administration ~ \$41.00/hr or 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.

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.



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.

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.

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.

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.



Environmental Fellowship Attorney ~ Legal ~ \$44-\$52 /hr ~ Job Code: 25-008

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

Summary: Assists the Legal Department Director with analysis for ongoing legal cases and issues in a broad spectrum of practice areas central to the needs of the Leech Lake Band of Ojibwe. Responsible for preparing and analyzing contracts, legal documents, Tribal Codes, Ordinances, and Resolutions. Will represent the Band in Leech Lake, state, and federal courts. This position is focused on environmental justice and protection issues and will have assignments including, but not limited to the St. Regis Paper Company Superfund Site in Cass Lake, MN, easement and right-of-way matters related to energy development, and natural resources and environmental matters. The selected candidate will work through a fellowship sponsored by the New York University School of Law State Energy & Environmental Impact Center (State Impact Center). This is a one-year position that has the opportunity to continue after that year if funding remains available. Under the structure of the fellowship, the appointed attorney will work solely under the direction of the Legal Department Director but would be an employee of NYU. More information about the State Impact Center can be found at <https://stateimpactcenter.org/>.

Education/Experience: Juris Doctorate Degree from an accredited law school required. Candidate with at least 5 years of experience preferred, but all qualified applicants will be considered. Knowledge and understanding of a variety of issues, including but not limited to matters of federal Indian law, business law, insurance law, tax law, corporate law, finance law, contract law, gaming law, employment law, environmental law, and health law. Strong governmental and administrative skills, knowledge and abilities. Strong oral and written communication and interpersonal skills. Strong understanding of unique ethical considerations related to the attorney-client relationship with a government client.

Duties/Responsibilities: Provide analysis for ongoing legal cases and issues including Business Transactions, Finance, Gaming, Government Affairs, Litigation, Environmental Law and Policy, Energy, Natural Resources, Taxation, Tribally controlled schools and colleges, and Tribal Housing. Researches and drafts complex legal opinions, prepares drafts of contracts, notices, ordinances, codes, resolutions and other legal documents. Stays current on all laws, statutes, court decisions or other developments that may affect the Band, its departments and entities.

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.

On Call Crisis Response Mental Health Professional (15) ~ Behavioral Health ~ \$20.00/OC, \$45.00/Act \$1000 bonus ~ 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 ~ \$20.00/OC, \$45.00/Act \$1000 bonus ~
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: Must qualify as a Mental Health Practitioner according to MN Statute 245I.04 subd.4 Bachelor's degree completed in Psychology, Human Services, Social Work, or related field preferred. 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.

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.

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.

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.

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.

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.

Lead Patients Benefits Coordinator ~ Health ~ \$22.00-\$23.23/hr ~ Job Code: 25-041

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

Summary: Assists clients with applications and screening for eligibility for publicly funded health care programs.

Education/Experience: Minimum High School Diploma or equivalent, post-secondary education preferred. Knowledge of Medicare/Medicaid, SSA, County DHS Offices, Tribal Programs and other related agencies policies and procedures.

Duties/Responsibilities: Identify clients/patients eligibility for Medical Assistance Programs, Social Security Programs/Medicare, Veteran's Programs and Benefits, and all other alternate resource health assistance programs. Assists in resolution of problems or complaints from clients regarding eligibility which may include assisting in the Appeal Process for Health Care Program denials. Follows up with applicants to assure that eligibility is determined and ongoing paperwork and payments, if needed are complete.

Vehicle Operator (2) ~ Fleet Management ~ \$15.00/hr~ Job Code: 25-047

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

Summary: To provide transportation in connection with tribal transportation of for the Leech Lake Band of Ojibwe employees, casino employees and guests, students, and the public.

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

Duties/Responsibilities: Have or gain knowledge of travel locations and addresses in the local communities served. Implements approved policies and procedures, controls and directives to affect deficiencies for the attainment of LLBO's objectives and goals while safeguarding all assets relative to the Transportation operations. Provide daily reports to management.

Vehicle Operator (Part time) ~ Fleet Management ~ \$15.00/hr~ Job Code: 25-048

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

Summary: To provide transportation in connection with tribal transportation of for the Leech Lake Band of Ojibwe employees, casino employees and guests, students, and the public.

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

Duties/Responsibilities: Have or gain knowledge of travel locations and addresses in the local communities served. Implements approved policies and procedures, controls and directives to affect deficiencies for the attainment of LLBO's objectives and goals while safeguarding all assets relative to the Transportation operations. Provide daily reports to management.

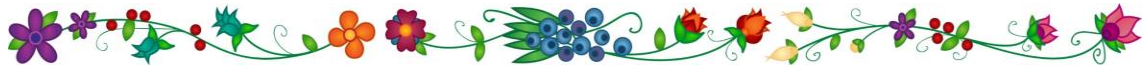
Dispatcher (Part time – on call) ~ Fleet Management ~ \$16.50/hr~ Job Code: 25-049

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

Summary: Answer telephone calls, maintain a message log of all calls and deliver messages to the appropriate vehicle operators.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Basic computer skills required. Must have a complete knowledge of travel locations and addresses.

Duties/Responsibilities: Perform in full capacity as main dispatch center. Ensure all radio transmissions in the field are answered promptly, evaluated efficiently and responded to courteously. Inform management of shift activity by maintaining operational and driver reports/records.



Chemical Dependency Counselor (Women's Outpatient) (2) ~ A&D ~ D.O.Q ~ Job Code: 25-053

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

Summary: Responsible for providing substance use disorder treatment services to women 18 years and older on/or near the Leech Lake Reservation.

Education/Experience: CADC 1, 11, or III or LADC certified. AA Degree in Human Services related field and at least three years supervised work experience in the Chemical Substance Use Disorder (SUD) field or an equivalent combination of education and work experience in the substance use disorder field would be considered.

Duties/Responsibilities: Assesses client needs through intake, identifies family environment, social, legal and medical issues and designs specific treatment plans on the continuum of care model. Actively participates with the treatment team for case reviews. Facilitates group counseling that relates to maintaining a recovery process for clients.

Gekinwaa'amaaged (Teacher) ~ Education ~ D.O.Q ~ Job Code: 25-055

BCA REQUIRED

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

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

Duties/Responsibilities: Be knowledgeable of and comply with Maajiigin and LLBO policies, the Leech Lake Child Care Licensing requirements and the Child Care Service Policies and Procedures. Increasingly utilize Ojibwe as the language of communication with children, families and colleagues. Complete and follow learnings plans (lessons). Assess and document each child's development through regular observations and reflection.

Building Worker (Facilities Maintenance) (2) ~ DPW ~ \$15.00/hr ~ Job Code: 25-056

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. Responsible for restocking toilet paper, paper towels, soap dispensers and trash removal.

Security Guard (Part time – Cass Lake Emergency Shelter) ~ Administration ~ \$16.75/hr ~ Job Code: 25-057

BCA REQUIRED

Summary: To provide a safe and secure environment for shelter residents and shelter staff.

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

Duties/Responsibilities: Perform routine walk through of the Shelter building and also checking the windows and doors for safety. Patrolling opening doors, checking alarms, escorts and any unusual activity regarding security. Must arbitrate and or de-escalate any situations involving hostile, violent, belligerent person or calling for assistance from the proper authorities if necessary.

Seasonal Invasive Species Technician (2) ~ DRM ~ \$15.00/hr ~ Job Code: 25-058

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: Assist in the implementation of a variety of control methods for invasive species (mechanical control, bio-control release, etc.). Assist in the implementation of habitat enhancement projects for plants and/or wildlife on the reservation. Travel with crews on the reservation on a regular basis.



Practice Base Coaching Coordinator (Early Childhood Development) ~ Education ~ \$32.01/hr ~ Job Code: 25-062

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. Develop individual action plans with each staff member in assigned area. Work with Education Content Manager, Curriculum & Data Coordinator to evaluate and analyze child outcome data three times yearly or as deemed necessary to promote positive growth and development in all children.

Pre School Teacher (Cass Lake) ~ Education ~ \$18.61/hr ~ Job Code: 25-063

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.

Case Manager (Duluth) ~ Administration ~ D.O.Q ~ Job Code: 25-064

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.

EMT Attendant (Part time) (8) ~ Health ~ \$22.00/hr ~ Job Code: 25-065

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: Responsible for: maintaining ambulance unit's cleanliness, restocking of equipment. Responsible for completing documentation for all ambulance calls. Responsible for: gathering insurance information and HIPPA privacy information on each patient.



Law Enforcement Intern (2) ~ DPS ~ \$21.00/hr ~ Job Code: 25-067

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.

Surveillance Operator (Northern Lights Casino) (6) ~ Regulatory ~ D.O.Q ~ Job Code: 25-068

Summary: Observes casino activities and protects property assets.

Education/Experience: High School Graduate or General Education Degree (G.E.D). No prior experience necessary.

Duties/Responsibilities: Observes the action of all Pit, Slot and other areas as assigned: Soft Count, Vault and Cashier cages. Reports immediately any abnormal activity that requires prompt action to the Shift Supervisor. Maintains a daily written account of any and all activities occurring during a shift.

Community Health Representative (2) ~ Health ~ D.O.Q ~ Job Code: 25-069

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.

Monitoring/Inventory Technician ~ DRM ~ \$22.00/hr ~ Job Code: 25-070

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

Summary: Assists the Plants Department in surveying and monitoring rare and sensitive species within the Leech Lake Reservation. This position requires knowledge of the National Environmental Policy Act (NEPA) and the National Historic Preservation Act (NHPA), including how these laws apply to the identification and protection of culturally significant plants and traditional cultural properties. Supports efforts to ensure regulatory compliance while promoting the conservation of plants vital to Ojibwe culture and heritage.

Education/Experience: A Bachelor of Science in Botany or a related field is required. A minimum of 5 years of professional botany experience, including field-based data collection and plant identification.

Duties/Responsibilities: Conduct botanical surveys and habitat assessments on the Reservation to document rare and sensitive species. Develop and implement conservation plans to protect rare, sensitive, or culturally significant species and habitats. Use GIS software and mapping tools to analyze and report on habitat conditions and restoration outcomes.