

Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, JULY 1st, 2024**

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 JULY 5th, 2024

Site Manager (Ganawenindiwig Homeless Services) ~ Administration ~ \$28.00/hr ~ Job Code: 24-138

BCA REQUIRED

Summary: Oversees day to day operations of the Homeless Services Programs. Administers the long-range strategy, and program development, for sustainability of program activities. Supervision of all shelter staff.

Education/Experience: Bachelor's Degree from an accredited four-year college or university in a human services field preferred, or 3 to 5 years Program Management or leadership experience directly related to supervisory tasks in a group/residential setting required. Must have or obtain a Food Safe Certificate and current CPR and First Aid for adult, child and infant within six months of employment.

Duties/Responsibilities: Maintain all financial data such as budgets, income and expenditures on a monthly basis. Provide input in creating and updating the policies and procedures. Network with other agencies, and other service providers that relate to the mission of the homeless shelter in providing program services for guests.

Case Manager (Child Support) ~ Legal ~ \$18.00/hr ~ Job Code: 24-139

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.

Education/Experience: Associate's degree in Human Services or related field required. Experience working in the Human Service or Child Support field preferred. Experience working with the American Indian children and families required. Experience in working with Tribal and/or District court systems preferred. Experience in Microsoft Office applications.

Duties/Responsibilities: Identify and utilize all collection actions on cases with the goal of minimizing family conflict by working first with the non-custodial parent to obtain cooperation when possible. Prepares the necessary paperwork for: Locate activities, service of process, genetic testing and paternity actions, court hearings, establishment of child support order, 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). Calculates current and past due debt obligations with the assistance of the LLBO CSEP Financial Specialist by referring to the Leech Lake child support guidelines and the LLBO CSEP Policy and Procedures Manual.

Dispatcher (Full time) ~ DPS ~ \$22.00/hr ~ Job Code: 24-140

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. Create initial complaint report (ICR) and determine type of assistance required.



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.

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

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

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

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

Duties/Responsibilities: Will utilize educational methods and principles to provide diabetes-related education, including: staged diabetes management, team approach, and others as assigned. Will provide diabetes-related education to meet the needs of patients, their families, communities and health professionals in multiple settings; e.g. Tribal clinics, community centers, schools, homes, and other sites as needed. Assist the Diabetes Center in multiple aspects, including: patient screening, lab draws, immunizations, foot exams, foot and nail care, wound care, blood glucose monitoring.

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

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

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

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

Duties/Responsibilities: Responsible for keeping truck sanitized, neat and orderly. Keeping the work and shop site clean of scattered rubbish and debris and any material illegally dumped at gate after hours. Assist community members in unloading/loading large waste items (appliances, etc.) into designated roll-off boxes.

Home Healthcare RN (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.



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

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

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

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

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

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

BCA REQUIRED

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

Narcotics Investigator ~ DPS ~ D.O.Q ~ Job Code: 24-057

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

Summary: To develop, plan, conduct and monitor criminal and administrative investigations. To detect and reveal criminal violations, internal misconduct and illegal operations/activities and prevent and neutralize crimes through enforcement, creating awareness of laws, internal controls and security.

Education/Experience: Must have successfully completed: Basic Police Program and Investigator Training. Three (3) years law enforcement experience, with additional trainings/certifications as applicable.

Duties/Responsibilities: Conduct interviews pertaining to investigations. Obtain and corroborate documents or physical evidence. Collaborating with criminal investigators and prosecutors to develop case information for use in pressing charges and bringing suspects to trail.

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.

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

BCA REQUIRED

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

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

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

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

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

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

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

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

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

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

Summary: To provide a safe and secure environment for patients, visitors and employees.

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

Duties/Responsibilities: Protect patients, employees, visitors and property from all hazards. Handle hostile and/or friendly persons. Patrolling opening doors, checking alarms, escorts and any unusual activity regarding security.



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

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

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

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

Duties/Responsibilities: Plan a wide range of diverse activities for youth that will consist of Cultural activities, Ojibwe language work & resources, and Ojibwe based health and wellness. Provide transportation to youth that have membership applications completed. Coordinate each Gaa-Niigaaniziwaad activity that is scheduled, select program dates, identify and reserve location/facility, identify target group, publicize event, address and provide transportation for youth, identify equipment needs.

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

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

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

Education/Experience: Bachelor's Degree in Social Work (BSW) or other Human Services related field is required, Associate's Degree in Human Services may be considered, only if currently enrolled in an accredited post-secondary educational institute, working towards Bachelor's level degree and degree is obtained within two years. Minimum requirement is AA in Human Services Field required with Case Supervision required. Experience working with American Indian children and families is preferred. Experience in Microsoft Office applications is preferred.

Duties/Responsibilities: Manage a potentially high client case load of families. Develop a case plan with families and monitor to ensure goals are achieved. Conduct scheduled and unscheduled client home visits.

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

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

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

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

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

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

BCA REQUIRED

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

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

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

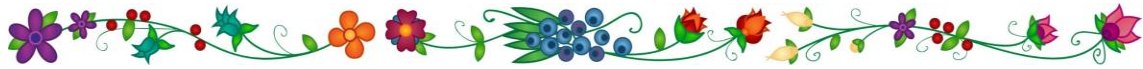
Advanced Practice Provider (Tribal Clinics) ~ Health ~ D.O.Q ~ Job Code: 24-102

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.



Grounds Crew/Driver (Facilities Maintenance) (2) ~ DPW ~ \$15.00/hr ~ Job Code: 24-106

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

Summary: Responsible to provide safe, clean and properly functioning buildings and grounds of the Leech Lake Band of Ojibwe facilities and property for guests and staff.

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

Duties/Responsibilities: Performs grounds care, including but not limited to, mowing, trimming, edging, 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. Performs maintenance and troubleshoots all building systems, utilizing Mechanical carpentry, plumbing & painting, basic electrical, masonry, plaster and sheetrock skills.

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.

Staff Accountant I ~ Finance/Accounting ~ D.O.Q ~ Job Code: 24-122

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: Two-year degree in Finance or Accounting or; Accounting courses with a minimum of 1 year of work experience in Finance or Accounting or; High School diploma or equivalent (G.E.D.) with a minimum of 2 years work experience in Finance or Accounting.

Duties/Responsibilities: Prepare periodic financial status reports and assists in competing monthly closeouts of general fund programs as they relate to reservation reporting requirements. Compile and analyzes financial information to prepare and post general journal entries, approve purchase requisitions and disbursement vouchers, and submit financial status reports to programs as requested. Assist in reconciling balance sheet control accounts to subsidiary records and verifies that financial statements are accurate and issued in a timely manner.

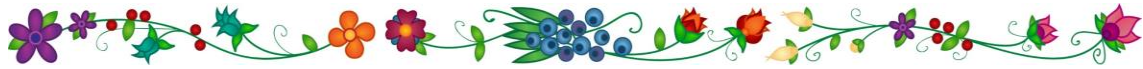
Program Manager (Urban Office – Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 24-123

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

Summary: Responsible for assisting in designing and implementing comprehensive services to support families during personal crisis with the ultimate goal of protecting the safety, well-being, and permanency of children, This person will work as part of a team to facilitate communication flow between the Child Welfare Administration, the Family Service staff, and Child Welfare stakeholders. Assist in establishing policies and consistent practices in Child Welfare services according to applicable Federal, State, and Tribal Government statutes, rules, policies, and provide leadership toward culturally relevant service models.

Education/Experience: Bachelor's Degree in Social Work (BSW) or other Human Service related field is required. Two year's experience in a Social Work or Human Services field is required. Two year's experience in administrative management and/or program development required. Two year's of supervisory experience is preferred. Two year's experience in planning service delivery activities for Native American children and families is preferred. Experience working with Tribal and/or District court systems is required. Experience in Microsoft Office applications is preferred.

Duties/Responsibilities: Supervise, train, evaluate, and provide general guidance to the Program Assistant, Lead Case Managers, Assessment Workers, Intake Workers, and other staff as necessary for growth and function of Department. Review budget forecasts and be familiar with financial needs for services offered. Assign case management of screened in cases to appropriate Case Manager.



Gaa-Niigaaniziwaad Administrative Assistant ~ Education ~ \$19.00/hr ~ Job Code: 24-126

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

Summary: Assisting the Program Manager and staff of the Gaa-Niigaaniziwaad Program and Youth Chemical Dependency Prevention Program (YCDPP). Responsible for assisting in all administrative tasks pertaining to the Leech Lake Band of Ojibwe Gaa-Niigaaniziwaad Program office functions.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Must have a minimum of 1 year's Administrative Assistant experience.

Duties/Responsibilities: Answers phone, route to appropriate persons and provides information on program policy and activity to community members. Maintains office files, develop and maintain personnel files, program files, and financial files, and assures all are in compliance with LLBO Audit request. Process all staff procurement papers including travel requests/closeouts, mileage, purchase orders and disbursement vouchers.

Building Worker (Cass Lake – Facilities Maintenance) ~ DPW ~ \$16.75/hr ~ Job Code: 24-127

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

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

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

Duties/Responsibilities: Performs grounds care, including but not limited to, mowing, trimming, edging, pruning, fertilizing, watering, reseeding, applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs, snow removal, spreading sand, salt or ice melt. Operates, maintains power and non-powered grounds care equipment. 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.

Rover/Driver (Cass Lake – Facilities Maintenance) ~ DPW ~ \$15.00/hr ~ Job Code: 24-128

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.

Gekinwaa'amaaged (Teacher) ~ Education ~ D.O.Q ~ Job Code: 24-129

BCA REQUIRED

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

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

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

Cook (Maajiigin Center) ~ Education ~ D.O.Q ~ Job Code: 24-130

BCA REQUIRED

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

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

Duties/Responsibilities: Ensure Food Production Record, Daily Meal Count and Weekly Consolidation Forms are completed daily and are accurate, ensure menu meets meal pattern requirement. Must ensure proper cleaning of kitchen and follow cleaning schedule to ensure sanitary conditions are met. Assist in menu planning process.



Receptionist (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 24-131

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

Summary: Responsible for general office management, performing secretarial support for the Child Protection Program and being the central contact for visitors to the Child Protection Program.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. One year experience in general office administrative support is required. Experience in Microsoft Office applications is preferred.

Duties/Responsibilities: Respond courteously to the public when answering phones and greeting visitors in the office. Inform staff as visitors or client appointments arrive, and direct visitor to appropriate office upon staff approval. Prepare letters, memos, and other necessary documents for staff.

Medical Director (OTP) ~ A&D ~ D.O.Q ~ Job Code: 24-132

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

Summary: Provide and supervise health care and Substance Use Disorder treatment to service area residents. Health care is defined as either or both of two components: (1) the care the consumer receives at the point of contact with the health care system; and (2) the continued care of the individual as a health care consumer. The care is two-dimensional: (1) identification, management and/or referral of the health problems; and (2) the maintenance of the consumer's health by means of preventive and health care promotion action.

Education/Experience: Standard DEA controlled medication license required (Physician's Assistant or Nurse Practitioner). 8 hours of CME training per DHS (X waiver no longer needed) regarding basic understanding of evidence based substance use disorder and treatment. Two years of primary health care and addiction medicine experience preferred in tribally operated. Urban Indian or Indian Health Service programs. Two (2) years of supervisory experience of Health care providers and medical personnel. Experience working with the team approach. Some experience with development of policy and procedure. Board certification addiction medicine.

Duties/Responsibilities: Provide medical and administrative services to maintain medical practice at the (A & D) Addictions and Dependencies Division to collaborate and practice with the Indian Health Service (I.H.S.) Hospital/Clinics in Cass Lake. Devise, implement and evaluate plans of care utilizing sound clinical judgments based on based on assessment of the physical, psycho-clinical judgments based on assessment of the physical, psychological, emotional, societal and environmental needs of the patient.

Driver/Operator (Heavy Equipment) ~ DPW ~ \$20.50/hr ~ Job Code: 24-133

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

Summary: To maintain all trucks and perform various tasks in support of the Heavy Equipment Program.

Education/Experience: High School Diploma or General Education Diploma (G.E.D). 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 a heavy duty truck tractor and low-boy to haul heavy equipment to maintain projects throughout the Leech Lake Reservation. Operates 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. Performs routine servicing and makes adjustments to the attachments for proper level, slope or ditch, according to the work to be done and the type of equipment used.

Building Worker (Ball Club) ~ DPW ~ \$15.00/hr ~ Job Code: 24-135

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

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

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

Duties/Responsibilities: Performs grounds care, including but not limited to, mowing, trimming, edging, pruning, fertilizing, watering, reseeding, applying fungicides, herbicides, insecticides and sterilants; sweeping walks and drives; patching parking lots and drives; repairing signs, snow removal, spreading sand, salt or ice melt. Operates, maintains power and non-powered grounds care equipment. 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.



Rover (Cass Lake – Facilities Maintenance) ~ DPW ~ \$15.00/hr ~ Job Code: 24-136

BCA REQUIRED

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

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

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

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

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

Pre School Teacher (Onigum) ~ Education ~ \$18.61/hr ~ Job Code: 24-141

BCA REQUIRED

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

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

Duties/Responsibilities: Engage in on-going program assessment and monitoring to ensure quality services are being provide. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functioning, approaches to learning, science, physical skills and creative arts. Promote EHS School Readiness Goals in lesson plans and daily activities.

Infant Toddler Teacher (Ball Club) (2) ~ Education ~ \$18.61/hr ~ Job Code: 24-142

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.

Administrative Assistant (Tribal Roads) ~ DPW ~ \$18.00/hr ~ Job Code: 24-143

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

Summary: Assist Tribal Roads supervisors and all employees with the administrative duties that need to be taken care of within the office.

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

Duties/Responsibilities: Read and route incoming correspondence, reports and general program requirements. Prepares purchase orders, payment vouchers, time and attendance reports, supply requisition, etc., associated with normal program maintenance. Maintains all files for the division ensuring that all correspondence and related information is retained and disposed on in accordance with existing documentation for expenditures such as employees travel, training, office equipment and supplies.