



## Leech Lake Band of Ojibwe Summary of Job Openings

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### THE FOLLOWING POSITION CLOSES ON FRIDAY, JULY 25<sup>th</sup> 2025

#### **Mechanic (Small Engine Repair Program) ~ Fleet Management ~ D.O.Q ~ Job Code: 25-131**

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

**Summary:** Perform skilled mechanical work in diagnostic, maintenance and repair of constituent/program vehicles.

**Education/Experience:** High School Diploma or its Equivalent (G.E.D) or the ability to obtain. Three years of experience as a professional mechanic.

**Duties/Responsibilities:** Diagnose problems and determine the extent of repairs or adjustments as needed. Maintain, troubleshoot and repair vehicles, to include, but not limited to oil changes, batteries, tires, brakes, generators, distributors, engines, transmissions and pumps. Operate all shop equipment, to include, but not limited to hoists, air compressor, tire changer and balancer, brake lathe. Enter repair orders and keep records of time spent on vehicles.

### 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.

**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.

**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 (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.





**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.

**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 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.

**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:** High School Diploma or General Education Diploma (G.E.D) with land related experience preferred.

**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.

**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.

**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.

**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.



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

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

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

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

**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**

**BCA REQUIRED**

**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.





**Shelter Technician (Bena Shelter – Part time) ~ Administration ~ \$16.75/hr ~ Job Code: 25-079**

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

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

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

**Duties/Responsibilities:** Assist with ordering, purchasing and preparing all food and supplies for the Shelter. Assist Shelter Manager with new client application, interview and intake process. Plan and implement program activities for Homeless Shelter guests. Support guests, monitor, and assess behavior and well-being.

**EMT Supervisor (Health & Safety) ~ Regulatory ~ D.O.Q ~ Job Code: 25-083**

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

**Summary:** To oversee the operations of the Health and Safety Department on an assigned shift. 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.

**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. Supervisor experience preferred.

**Duties/Responsibilities:** Supervise the EMS staff on various assigned shifts. Responds to all persons needing care and treatment; controls life threatening situations to include maintaining an airway, artificial ventilations, bleeding, shock, diabetic reactions, cardiac arrest and traumas. Stabilizes non-life threatening situations to include dressing and bandages, splinting injured extremities, dealing with the psychological stress of patients and ill patients. Conducts alcohol and drug testing while insuring the integrity and confidentiality of each.

**Case Manager (Urban Office) ~ Administration ~ D.O.Q ~ Job Code: 25-085**

**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 and reinforce positive family relationship skills and to promote the well-being and permanency of children in a stable home environment.

**Education/Experience:** Bachelor's or AA Degree in Social Work (BSW), Criminal Justice, Psychology or other Human Service related field is required or; Two years of experience in a Social Work, Criminal justice, Psychology or the Human Services field. Experience working with Native American Indian children and families is preferred. Experience in Microsoft Office applications is preferred.

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

**Court Clerk ~ Tribal Court ~ D.O.Q ~ Job Code: 25-087**

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

**Summary:** Routine court clerical work. Answers and routes all phone calls. Greets, screens and refers all walk-in visitors to the Court Administration office. Responsible for the processing and maintenance of all filings in Leech Lake Tribal Court cases. Assists in maintaining the court and other file systems of the Tribal Court Administration in accordance with all applicable rules and regulations.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Minimum of 2 years' experience working within a judicial/court administration setting preferred. Will consider applicant who has exceptional clerical experience and skill set required for the position.

**Duties/Responsibilities:** Receives court filings and other documents related to cases through the mail and over the counter; stamps received filings and documents; determines general case category and makes case docket entries; assigns the case numbers and enters case intake information on the court information system; prepares case file folders; receipts payment of court fees, fines and restitution. Files documents, such as petitions, summons, affidavits, motions, depositions, judgments, proof of service and checks same for completeness and appropriate information.



**Mental Health Clinical Trainee (MHCT) (2) ~ Behavioral Health ~ \$30.91/hr ~ Job Code: 25-095**

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

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

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

**Duties/Responsibilities:** Completes initial assessment and reviews client history, including medical and family background and related environment. Implements treatment plans, and conducts individual therapy sessions as scheduled, specific to the needs of the client. Participates in client consultations, client staffing, and client discharge planning, and provides follow-up services as needed. Provide referrals for client services to available resource and support services within the reservation and surrounding communities.

**EMT (Health & Safety) (2) ~ Regulatory ~ \$18.70/hr ~ Job Code: 25-100**

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

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

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

**Duties/Responsibilities:** Determines nature and extent of patient conditions while trying to assess possible pre-existing medical problems. Determines level of care, patient assessment, medical care and mechanism of injury/illness. Use of non-medical skills, such as maintaining supplies and equipment, using good written communication skills, record keeping complete appropriate paperwork and run-sheets for all patients, including refusal for treatment, ensure patient fully understands what they are doing and the consequences of not going to the hospital.

**Accounts Receivable Team Leader ~ Finance ~ D.O.Q ~ Job Code: 25-104**

**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.

**Legal Secretary ~ Legal ~ D.O.Q ~ Job Code: 25-105**

**Summary:** The Legal Secretary is a key administrative professional within the Legal Department, responsible for providing administrative, clerical, and organizational support to the attorneys, department leadership, and tribal programs seeking legal assistance. This position plays a critical role in ensuring efficient office operations, tracking legal requests, maintaining compliance with administrative policies, and supporting interdepartmental collaboration.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Two years of experience in technical office work, preferably in a legal office setting with an emphasis on records management, legal administration, and database management is preferred.

**Duties/Responsibilities:** Manage front desk operations, including answering and directing calls, assisting visitors, and managing door buzzer access for legal department clients. Assist attorneys with case file organization, scheduling meetings, hearings, and depositions, and managing related correspondence. Assist attorneys with records management, and gathering relevant laws, policies, and case precedents.





**Carpenter (Community Services) ~ DPW ~ \$20.00/hr ~ Job Code: 25-108**

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

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

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

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

**Assistant Property Manager ~ Finance ~ D.O.Q ~ Job Code: 25-111**

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

**Summary:** Will supervise and direct, manage, control and coordinates Leech Lake Band of Ojibwe operations for personal property utilization and disposal. Includes fixed assets inventory management.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. 2-year vocational degree preferred. 3 years' experience in property management or related field preferred.

**Duties/Responsibilities:** Oversee internal budgets of property department. Receive and inventory equipment, record descriptions, value, location and other necessary information for each item. Document all Band owned building tenants, draft leases and assign accountability for damages.

**Driver/Operator (Heavy Equipment) ~ DPW ~ \$20.50/hr ~ Job Code: 25-113**

**VALID CLASS A DRIVER'S LICENSE, SIGNED MVR FORM 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 heavy equipment to push, pile or load materials, such as sand, earth, gravel or refuse. 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. Responsible for the maintenance of the assigned unit of equipment which includes filling the fuel, greasing, changing engine oil, filters, tightening nuts, changing cutting edges and minor adjustments to insure proper and economical operation of the machine.

**Traditional Cultural Coordinator (ARC) ~ A&D ~ \$21.50/hr ~ Job Code: 25-115**

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

**Summary:** Develop and lead cultural advisory staff and programming that promotes and enhances the well-being of community members from an Indigenous lens and value system. Coordinate and implement Indigenous wisdom approaches and cultural best practice models into services and programming across the A&D Division. Provide Indigenous and holistic based services to referred community members. Provides strategic advice to all levels of leadership.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). A minimum of seven (7) years of experience as a Cultural Advisor position requires Elder status in accordance with cultural protocols. Experience providing services directly to community members across the lifespan. Ability to speak Ojibwemowin fluently or working on it. 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.

**Duties/Responsibilities:** Provide guidance and direction to ensure Indigenous spirituality, culture and identity are integral aspects of service planning and provision. Provide integral role in achieving strategic objectives by informing practice, advancing system change, and developing lasting solutions. Liaise with Indigenous Elders, Traditional Teachers and other Indigenous agencies regarding possible service delivery models.

**Compliance Specialist (ARC) ~ A&D ~ \$25.00/hr ~ Job Code: 25-116**

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

**Summary:** Responsible for records review and other internal quality reviews of charts and program compliance for all A&D Programs. Coordinates with A&D Quality Assurance and Improvement Specialist to ensure staff training and current standards are met.

**Education/Experience:** A.A. Degree in any field required, A.A. Degree in Human Services preferred. A background in charting preferred and computer literacy required. An equivalent combination of education and practical job experience preferred.

**Duties/Responsibilities:** Prepares written audit reports for all A&D programs. Stays up-to-date with funding and regulatory changes. Assists all A&D program staff in preparation for external audits and program review. Ensures data consistency and compliance with standards for billing.



**Maintenance Technician (ARC) ~ A&D ~ \$16.00/hr ~ Job Code: 25-117**

**BCA REQUIRED**

**Summary:** To provide continuity in supervision and the expertise for the building, systems and grounds maintenance. Is responsible to maintain and clean & safe environment within the facility and grounds and also maintain and/or service HVAC units. This person works as part of a team with other program staff.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Three (3) years of increasing responsible HVAC equipment maintenance and repair experience is required.

Experience working within the tribal community is preferred.

**Duties/Responsibilities:** Organize/develop and obtains estimate/pricing for all contracted work. Develop and implement plans for safety precautions, including proper and safe methods for use of equipment and cleaning chemicals. Set and maintain standard for the facility, ensure quality control via periodic inspections of building, systems, grounds and associated buildings.

**Treatment Coordinator (OTP) ~ A&D ~ D.O.Q ~ Job Code: 25-118**

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

**Summary:** Assists clients in receiving/obtaining the services and support needed to access resources for needs such as substance use treatment/assessment, housing, medical, mental health, food, employment, child welfare issues, legal, etc. Will provide transportation for clients to any resources above as necessary.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. ADCI is preferred but training will be provided for the Treatment Coordinator. (30 hours) Previous experience working in human services field. Comprehensive assessments training is preferred. An equivalent combination of education, job experience, and life experience with addition will be considered.

**Duties/Responsibilities:** Identify and assess a wide range of client's needs. Make recommendations and provide referrals to appropriate agencies and resources. Collaborate with counselors regarding client's care will receive one hour of supervision regarding individual service delivery from an alcohol/drug counselor weekly.

**Community Navigator (2) ~ Administration ~ D.O.Q ~ Job Code: 25-119**

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

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

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

**Duties/Responsibilities:** Maintain logs, reports and document client interaction appropriately. Connect individuals to appropriate professional resources when needed. Identify community resources (recovery, educational, vocational, social, cultural and spiritual resources).

**Intake Specialist ~ Administration ~ D.O.Q ~ Job Code: 25-120**

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

**Summary:** Responsible for providing clerical tasks and office support which aids in daily office operations; such as answering phones, directing calls, filing, copying, record keeping and delivering and picking up mail. Also responsible for conducting intakes in person or by phone in a courteous and respectful manner.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Preferred experience in working in; public relations and customer service.

**Duties/Responsibilities:** Greet client's and visitors with courtesy and respect. Assist all CWRN staff with files and obtaining data for intake. Comply with all training recommendations of Program Manager.

**Accounting Clerk I ~ Finance ~ \$22.00/hr ~ Job Code: 25-122**

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

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

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D.) required. Possess an A.A. degree in accounting, finance, or related field; 2 to 4 years of related work experience; or a combination of both education and experience. Familiarity with New World financial system or similar accounting software.

**Duties/Responsibilities:** Critical for managing various financial operations, including Accounts Payable, Accounts Receivable, Payroll, and Accounting clerical duties. Ensures the accuracy and efficiency of financial processes and maintain compliance with tribal, federal, and state regulations. Function as Accounting office receptionist when required, including but not limited to answering phones and retrieving mail.



**Surveillance Operator (White Oak Casino) ~ Regulatory ~ D.O.Q ~ Job Code: 25-123**

**BCA REQUIRED**

**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.

**Lead Nurse (ARC) ~ A&D ~ \$34.00/hr ~ Job Code: 25-124**

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

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

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

**Duties/Responsibilities:** Establishes routine work schedules. Collaborates with Tribal Health clinics, IHS, and surrounding area clinics. Provides education to residents on health-related topics, including but not limited to; COVID-19, HIV/AIDS, Hepatitis, STIs.

**Driver/Operator (Tribal Roads) (2) ~ DPW ~ \$19.00-\$20.50/hr ~ Job Code: 25-126**

**VALID CLASS D DRIVER'S LICENSE (ABILITY TO OBTAIN CLASS B OR A WITHIN 6-8 MONTHS OF HIRE),**

**SIGNED MVR FORM REQUIRED**

**Summary:** Ensure that all reservation roads are maintained.

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

**Duties/Responsibilities:** Operate heavy equipment to push, pile or load materials, such as sand, earth, gravel or refuse. 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. Operator must make minor repairs on gasoline and diesel engines, brakes, lights, steering gear and hydraulic systems.

**Family Support Specialist (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 25-127**

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

**Summary:** Responsible to provide transportation support for clients to maintain compliance with their case plans. Will also assist program staff with day to day operations to maintain effective and efficient program services.

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

At least one year of experience working with Native American children, youth, and/or families is preferred but not required. At least one year of experience performing clerical duties preferred but not required.

**Duties/Responsibilities:** Assist clients in maintaining compliance with their case plans by transporting to and from supervised visits, medical appointments, court appointments, and other service appointments as assigned. Assist clients with personal support by transporting to purchase food, clothing, and household items as assigned. Supervise family visitation sessions at their assigned location to ensure safety of all parties present, and to observe family, parent, child interaction.

**Case Manager (Cass Lake) ~ Administration ~ D.O.Q ~ Job Code: 25-128**

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

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

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

**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.



**Shelter Technician (Cass Lake Emergency Shelter) ~ Administration ~ D.O.Q ~ Job Code: 25-129**

**BCA REQUIRED**

**Summary:** Supervises residents during your scheduled shift.

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

**Duties/Responsibilities:** Cook, wash dishes, grocery shopping and set up clothes, linen, shoes, etc, that is donated to the program. Distribute, monitor and document clients prescribed medication. Provides active support to residents' personal goals. Provide supervision of household tasks ensuring premises and grounds are maintained, well-balanced meals are prepared and periodic changes of linen are available.

**Health & Safety Associate ~ Regulatory ~ D.O.Q ~ Job Code: 25-130**

**BCA REQUIRED**

**Summary:** Provides support to Health & Safety Department and Training Center, assisting in daily office needs and managing our department's general administrative activities. Administrative Assistant responsibilities include making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. Should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel and office equipment ultimately, a successful Health and Safety Associate should ensure the efficient and smooth day-to-day operation of our office.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) required. Medical training preferred but not required. HIPPA training required or able to obtain.

**Duties/Responsibilities:** Answer and direct phone calls for Health and Safety. Organize and schedule Trainings as Directed by Health and Safety Manager. Update and maintain Health and Safety Training Center Policies. Maintain and update Drug Testing lists to keep updated for Random Drug Testing.

**Case Aide ~ Health ~ D.O.Q ~ Job Code: 25-132**

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

**Summary:** With direct supervision from case managers and/or social workers, provide administrative support to assist in implementing and monitoring client community support plans. Ensure that individual client files contain all documentation required by State and Federal statute, contract or grant terms and/or program policies and procedures. Enter data into State Medicaid Management Information Systems (MMIS) in a timely manner to maximize reimbursement for covered services.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Minimum of five (5) years of experience in health care setting required. Minimum of two (2) years of experience in data entry in State Medicaid Management Information System (MMIS). Experience dealing with confidential data.

**Duties/Responsibilities:** Answer phones and do intake screening. Serve as a point of contact by phone and in person for clients and others for follow-up activities. Assist clients in applying for Medicaid and other types of assistance (food shelf, energy assistance, etc.). Assist with collecting, reporting, gathering and documenting data for case management process.