

Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, JULY 24th, 2023**

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: danica.staples@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 28th, 2023

Shelter Technician (Bena Shelter – Full time) (2) ~ Human Services ~ \$16.75/hr ~ Job Code: 23-107

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. Support guests, monitor, and assess behavior and well-being.

Shelter Technician (Bena Shelter – Part time) ~ Human Services ~ \$16.75/hr ~ Job Code: 23-108

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. Support, monitor, and assess behavior and well-being.

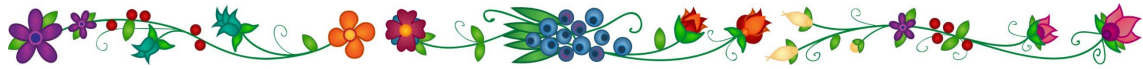
Assessor (Assessment Unit) ~ Human Services ~ D.O.Q ~ Job Code: 23-116

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

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

Education/Experience: Associate Degree in Human Services related field required. BS in Social Work or bachelor's degree in related Human Services field preferred. UMICAD certification required, LADC preferred. 2000 hours or 1 year conducting Assessments under supervision preferred.

Duties/Responsibilities: Schedule and administer comprehensive assessments, in compliance with Direct Access guidelines, and with all program policies and procedures. Complete Client Placement authorizations for treatment, using the Consolidated Chemical Dependency Treatment Fund; determines eligibility for services using CCDTF income guidelines; working to obtain authorizations for treatment funded by Pre-paid Medical Assistance Providers (PMAPS). Develop aftercare plans and relapse prevention interventions for clients after discharge from primary treatment.



THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED

Alcohol & Drug Counselor (2) ~ Human Services ~ \$22.65/hr ~ Job Code: 23-003

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

Summary: Provide professional therapeutic intervention services for individuals that are misusing and/or addicted to alcohol/drugs. Must be familiar with 245G Comprehensive Assessments as well as MN Direct Access. Must be familiar and experienced with Procentive health record software.

Education/Experience: Two- year post-secondary is preferred, but a minimum of a MN LADC or UMICAD II certification. Skills in delivering family education regarding family roles, impact and recovery experience with alcohol/drugs, basic living skills, sober socialization skills and building healthy recovery-oriented relationships. Knowledgeable about Stages of Change; providing Client-Centered substance abuse treatment.

Duties/Responsibilities: Provide individual and group counseling. Provide client treatment services to include stress management, physical well-being, cultural needs, living skill development, employment search and educational exploration.

Mental Health Professional (4) ~ Human Services ~ D.O.Q ~ Job Code: 23-008

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.

Mental Health Targeted Case Manager ~ Human Services ~ D.O.Q ~ Job Code: 23-009

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

Summary: Will provide Mental Health Targeted Case Management services to qualifying adults and/or children. Adult mental health targeted case management (AMH-TCM) and children's mental health targeted case management (CMH-TCM) services help adults with serious and persistent mental illness (SPMI) and children with severe emotional disturbance (SED) gain access to medical, social, educational, vocational, and other necessary services connected to the person's mental health needs.

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. Must be skilled in the process of identifying and assessing a wide range of recipient needs. Must be knowledgeable about local community resources and how to use those resources for the benefit of the recipient. Licensed Social Worker preferred. Must be able to complete Rule 79-Targeted Case Management training within one year of hire.

Duties/Responsibilities: Assists the adult and/or child and the child's family in obtaining needed mental health services by coordinating with the family and other agencies to assure collaboration of services, effectiveness of services, and continuity of care. Determines need, eligibility, and level of needed services, and provides referral to appropriate providers.

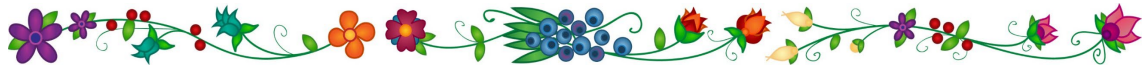
CTSS Mental Health Practitioner ~ Human Services ~ D.O.Q ~ Job Code: 23-010

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.



Mental Health Clinical Trainee (4) ~ Human Services ~ D.O.Q ~ Job Code: 23-011

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. Provides comprehensive DSM standard diagnostic assessment and/or other MH diagnostic assessment type based on need and service.

On-Call Crisis Response Mental Health Professional (3) ~ Human Services ~ D.O.Q ~ Job Code: 23-013

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. 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 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) or Licensed Professional Clinical Counselor (LPCC). Crisis Response experience is strongly preferred.

Duties/Responsibilities: Provide clinical consultation to mental health practitioners providing face-to-face services. Be available to mental health practitioners who are responding to mental health crisis/emergencies.

On-Call Crisis Response Mental Health Practitioner (5) ~ Human Services ~ D.O.Q ~ Job Code: 23-014

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

Summary: Responsible for providing direct mental health, crisis services to Leech Lake Reservation community members and families. Duties to include providing suicide prevention, assessments, intervention, critical incident debriefing and outreach services. Provide culturally based crisis response services, crisis related trainings to staff and community members, providing appropriate follow-ups with clients and being able to identify and utilize tribal and community resources.

Education/Experience: Bachelor's degree completed in Psychology, Human Services, Social Work or related field required. Must have 2,000 hours of supervised Mental Health service delivery. Must qualify as a Mental Health Practitioner. Applicant should have at least 30 hours of Crisis related trainings or must be willing to obtain upon hire. Crisis Response experience is strongly preferred.

Duties/Responsibilities: Responsible for coverage of the crisis line and responding to clients in crisis, throughout the reservation including normal business hours as well as on-call hours. Will respond directly to the location of crisis clients. Participate in multidisciplinary team meetings, present client data and solicit recommendations.

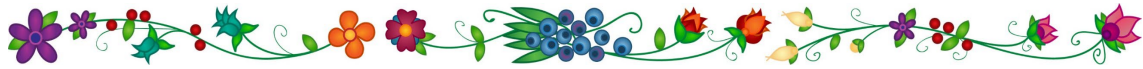
ARMHS Mental Health Practitioner ~ Human Services ~ D.O.Q ~ Job Code: 23-012

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

Summary: Responsible for instructing, assisting, and supporting adults with serious mental illness in areas such as basic living and social skills, symptom management, employment and transitioning to community living. Included as part of a MN DHS Certified program that is rehabilitative and enables recipients to develop and enhance psychiatric stability, social competencies, personal and emotional adjustment, and independent living and community skills when these abilities are impaired by the symptoms of mental illness.

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 below: 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: Upon receiving referral, provide an in-Home/community-based assessment focusing on client's strengths & needs. Completes Functional Assessments, LOCUS Assessments, and Interpretive Summaries under the supervision of the mental health professional clinical supervisor. Develop and approve an Individual Treatment Plan (ITP) within 30 days of the ARMHS intake or start date and update the ITP every six months, at a minimum.



Program Accountant (2) ~ Finance ~ D.O.Q ~ Job Code: 23-015

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.\

Infant Toddler Teacher ~ Education ~ \$17.20/hr ~ Job Code: 23-016

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 Team Leader ~ Education ~ \$21.00/hr ~ Job Code: 23-017

BCA REQUIRED

Summary: Responsible to ensure that the classrooms contribute to the growth and development of each child. Guides the planning and implementation of a comprehensive child development program that meets or exceeds the Early Head Start Performance Standards. Responsible for the day to day operations of the Early Childhood classrooms in assigned center.

Education/Experience: Minimum of an Infant/Toddler CDA required. Must have supervisory experience within the past 2 years. Must have experience working with Infant & Toddler children.

Duties/Responsibilities: Prepare weekly online lesson plans, material needs, monthly newsletters, & calendars. Responsible for the approval of work hours, necessary adjustments and documenting reasons for adjustments in the electronic timekeeping system for all assigned staff. Work together with families to help children strengthen and preserve their language and culture, while acquiring skills needed to participate.

Infant Toddler Teacher/Family Services Advocate (2) ~ Education ~ \$17.20/hr ~ Job Code: 23-018

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

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

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Enroll in and attain an Infant/Toddler CDA within first year of employment. Possess a Family Service Certificate or obtain within the first year of employment.

Duties/Responsibilities: Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts. Work with other program staff as a team to meet the needs of the families.

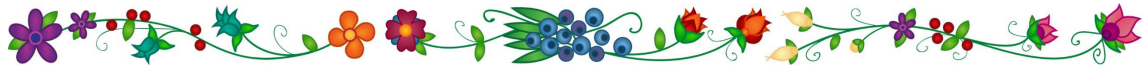
Pre School Teacher/Family Services Advocate (3) ~ Education ~ \$17.20/hr ~ Job Code: 23-020

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

Summary: Responsible for helping to ensure that the classrooms contribute to the growth and development of each child through a holistic view.

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

Duties/Responsibilities: Assist with preparation of weekly online lesson plans, material needs, monthly newsletters, etc. Provide and deliver developmentally, culturally and linguistically appropriate learning experiences in language, literacy, mathematics, social and emotional functional approaches to learning, science, physical skills and creative arts.



Pre School Teacher (6) ~ Education ~ \$17.20/hr ~ Job Code: 23-021

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 Headstart School Readiness Goals in lesson plans and daily activities.

Mental Health Professional ~ Education ~ D.O.Q ~ Job Code: 23-022

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

Summary: Responsible for providing early childhood mental health consultation support to Head Start and Early Head Start staff, children and families. Will provide a broad range of services, including early childhood mental health consultation in classroom; training and coaching staff; screening, assessment and referral services; and providing parent trainings. Will also collect data, maintain records, and support compliance in all facets of Head Start Performance Standards and Tribal/State regulations.

Education/Experience: Master's degree required, preferably in Social Work, Counseling, Psychology, or related field. Clinical license highly desirable. Must have experience in infant and early childhood mental health consulting, screening, staff training, and family work. Minimum of two years of experience observing, assessing, planning, coaching, and implementing individual and group activities for young children and families, including those with, mental health, behavioral issues and disabilities.

Duties/Responsibilities: Assure the needs of children are met by assisting with the implementation of a Mental Health Treatment Plan, and/or Individual Education Plan (IEP), when appropriate. Attend Care Coordination meetings, evaluation results meetings, service plan meetings, for children enrolled in Head Start/Early Head Start to ensure all parties are informed and collaborative efforts are made to provide the appropriate services in all environments.

Infant Toddler Teacher (Ball Club) (2) ~ Education ~ \$17.20/hr ~ Job Code: 23-030

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.

Lead Nurse (A.R.C) ~ Human Services ~ D.O.Q ~ Job Code: 23-035

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: Implements and maintains record keeping system for residents' protected health information in accordance with HIPAA. Assists in obtaining doctor's orders for residents. Demonstrate competency and use of the nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation).

Community Health Representative (2) ~ Health ~ \$15.00/hr ~ Job Code: 23-038

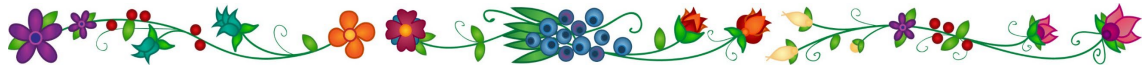
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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: 23-044

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

PROOF OF COVID-19 VACCINATION 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 part of the ambulance service protocol.

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

Emergency Medical Responder (EMR) (4) ~ Health ~ D.O.Q ~ Job Code: 23-045

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

PROOF OF COVID-19 VACCINATION REQUIRED

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

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Current Emergency Medical Responder (EMR) registered with the Minnesota Emergency Medical Service Regulatory Board. Hold current certification or documentation in a Department of Transportation approved Emergency Vehicle Operators course or obtain immediately upon hire.

Duties/Responsibilities: 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.

Billing Specialist ~ Health ~ D.O.Q ~ Job Code: 23-052

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Responsible to assist in maximizing revenues of the Leech Lake Health Division Clinics and Nursing Programs, submitting claims for reimbursement, processing revenue payments, and assisting with provider education.

Education/Experience: A.A. Degree in Medical Coding and Billing required. Completed formal courses in: medical terminology and diseases, anatomy, physiology, legal aspects of medical records, coding and abstraction of data, statistics, databases, quality assurance methods and computers preferred. Certified Medical Record Technician preferred or extensive experience in Tribal billing practices.

Duties/Responsibilities: Ensure that all information about the patients, including symptoms, medical history, and results of examinations, reports of radiology and laboratory tests, diagnoses and treatment plans are reported in the medical field. Work with IHS Medical Records and Coding staff to organize and evaluate the medical records for completeness and accuracy. Complete and submit electronic or paper insurance claims for all billable visits.

WIC & Nutrition Registered Dietician (2) ~ Health ~ D.O.Q ~ Job Code: 23-054

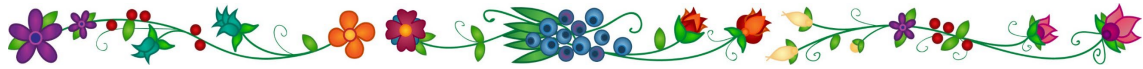
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Provide oversight to High Risk Cases within the WIC and Nutrition Program.

Education/Experience: Licensed Registered Dietician from an accredited educational institution required. Must have knowledge of Anthropometrics and Hematological Data Techniques. Minnesota Department of Health -WIC operations State/Federal training is required.

Duties/Responsibilities: Nutrition Assessment (diet and health history). Provide Nutrition/Breastfeeding Education to participants. Determine eligibility and certify participants for program.



Advanced Practice Provider ~ Health ~ D.O.Q ~ Job Code: 23-055

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

PROOF OF COVID-19 VACCINATION 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. Adequate and appropriate transfer of information when clients are referred to another health care provider. Assist individuals to assume responsibility for the prevention of illness and promotion, maintenance and restoration of health.

Adolescent & Maternal Child Health Manager ~ Health ~ D.O.Q ~ Job Code: 23-058

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Supervises the Maternal Child Health nurses (MCH), Car Seat program, and the employee testing procedures. Responsible for continuous supervision and growth of each program and meeting the needs of the communities within the Leech Lake Band.

Education/Experience: Licensed Registered Nurse, or Public Health Nursing Certification is required. Minimum two years' experience in a Public Health is preferred.

Duties/Responsibilities: Responsible for the MCH, Car Seat Program and growing a Preventative Service Representative program. In these programs the manager will be responsible for all state and LLBO reporting, along with the hiring, supervision, training, evaluations for staff working in these programs.

Maternal Child Health RN (3) ~ Health ~ D.O.Q ~ Job Code: 23-059

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

PROOF OF COVID-19 VACCINATION REQUIRED

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

Education/Experience: Licensed Registered Nursing or Public Health Nursing Certification is required. Prefer experience in Public Health but are willing to train for position.

Duties/Responsibilities: Makes physical assessments; screening for risk factors; case management, smoking status assessment, housing assessment, domestic violence assessment, depression screening and substance abuse assessment. Provide community educations & trainings: Group Sexual Education and prevention classes.

Home Healthcare RN (2) ~ Health ~ D.O.Q ~ Job Code: 23-061

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

PROOF OF COVID-19 VACCINATION 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.

Home Healthcare LPN ~ Health ~ D.O.Q ~ Job Code: 23-062

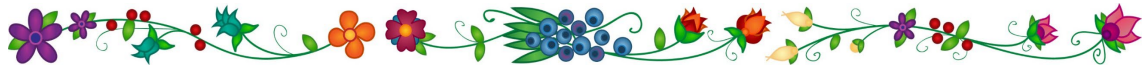
VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM AND BCA REQUIRED

PROOF OF COVID-19 VACCINATION 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 LPN, 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. Setting up medications, and evaluating client's compliance. Demonstrate competency and use of nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation).



Registered Dietitian (Diabetes's Program) ~ Health ~ D.O.Q ~ Job Code: 23-063

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

PROOF OF COVID-19 VACCINATION 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.

Duties/Responsibilities: Provide nutrition consultation in tribal health programs, diabetes program, elderly nutrition program, Head-Start programs, day care centers, Tribal schools, food programs and WIC programs as it relates to diabetes prevention and management. Assist with menu development for programs seeking diabetes management and prevention related menus. Will provide comprehensive and general Medical Nutrition Therapy, education and care to patients, their families, and the community in multiple settings; e.g., clinics, hospital, homes, community centers, and schools.

Driver/Operator ~ Tribal Roads ~ \$19.00/hr ~ Job Code: 23-075

VALID CLASS B DRIVER'S LICENSE (ABILITY TO OBTAIN CLASS A WITHIN A YEAR), SIGNED MVR FORM REQUIRED

Summary: Ensure that all Leech Lake Reservation roads are maintained and safe for travel.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. 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. To maneuver materials to a specific spot and/or to transfer materials into a dump truck. Performs routine service and makes adjustment to the attachments for proper level, slope or ditch.

Police Officer ~ DPS ~ D.O.Q ~ Job Code: 23-076

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.

Foster Care Coordinator ~ Human Services ~ D.O.Q ~ Job Code: 23-087

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

Summary: Responsible to ensure that Leech Lake licensed Foster Care homes have policies in place and are in compliance with the Leech Lake Band of Ojibwe Licensing Requirements for Foster Care.

Education/Experience: Minimum of two year degree in Human Services related field required, Bachelor's Degree is preferred. Two years experience in administration and/or program development preferred. Two years of supervisory experience preferred. Two years experience in planning service delivery activities for American Indian children and families required. Experience in public relations and public speaking preferred. Experience in Microsoft Office applications required.

Duties/Responsibilities: Use evaluation data from monitoring visits to make recommendations for Foster Care families to maintain, correct, and/or improve the quality and delivery of services. Coordinate periodic reviews of the Leech Lake Licensing Requirements for Foster Care to ensure applicability to program standards.

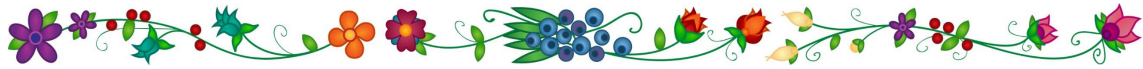
Quality Assurance & Improvement Specialist (A&D) ~ Human Services ~ D.O.Q ~ Job Code: 23-089

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

Summary: Coordination of trainings, ensure programs meet current standards, assist/train staff to use Electronic Health Records (EHR) system.

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: Ensures data consistency and compliance with standards for billing, charts, program evaluation and strategic planning. Prepare reports for the A&D Program Managers to aid in analysis of revenue generated. Ensure all EHR clinical documentation is entered correctly in a timely manner.



Family Skills Worker ~ Human Services ~ D.O.Q ~ Job Code: 23-092

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

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

Education/Experience: Associate's Degree in a Human Services related field preferred. High School Diploma or General Education Diploma (G.E.D) required. Degree may be waived in lieu of experience in areas related to providing family supportive services. Experience working with American Indian Children and families required. Experience working in Human Services field preferred. Experience in providing Traditional Ojibwe Family Skills and Values required. Experience in Microsoft Office applications.

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

Forester/Forest Ecologist ~ DRM ~ \$26.00/hr ~ Job Code: 23-094

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

Summary: Oversee the restoration and management of tribal forestland with an emphasis on multiple-use and ecological principles. This position supervises a small crew of forest development/fire personnel.

Education/Experience: Bachelor of Science Degree in Forestry is required. Minimum one year of experience in a position that utilizes job skills outlined in job description or in a related field.

Duties/Responsibilities: Evaluate forest stands for timber value, as well as, for traditional and ecological value. Oversee the implementation of projects for forest management and restoration, forest development and fuels treatment, with an emphasis on sound ecological principles. Coordinate the management of tribal allotments for the long-term benefit of the natural resources and the interests of the heirs.

Clinic LPN ~ Health ~ D.O.Q ~ Job Code: 23-098

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

PROOF OF COVID-19 VACCINATION REQUIRED

Summary: Will provide primary health to service area residents in community clinics. Also responsible for cultivating relationships with the community and accessing the needs of the clinic.

Education/Experience: Current LPN, with at least 2 years in primary health care or a Current Minnesota Licensure as a Licensed Practical Nurse (LPN) approved by the MN State Board Nursing with preferred 2 years' experience in clinic work.

Duties/Responsibilities: Assists physicians with patient office visits, including putting patients in rooms, interviewing patients, recording vital signs including pulse rate, blood pressure, respiration count, temperature, height and weight, and enters information in patient's electronic health record. Administers injections. Performs administrative tasks, including form completions, prescription refills, referrals and patient educational material.

Accounts Receivable Clerk I ~ Finance ~ D.O.Q ~ Job Code: 23-099

Summary: Process travel advances, audits closeouts, refunds, employee mileage claims and other monies owed to the LLBO through A/R subsidiary ledgers. Records payments for vendors and maintains accounts receivable subsidiary ledgers for all employees. Classifies, stores, retrieves and updates generated information within the accounts receivable department.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Associates Degree in Business, Accounting, Finance or related field and/or minimum of one year related work experience is preferred.

Duties/Responsibilities: Able to do journal entries and understand concept of A/R transaction and the effects on accounts. Enter and verify daily information that relates to travel following agency guidelines. Computes and processes travel advances for accuracy and completeness. Computes travel closeouts for accuracy and completeness. Keeps track of received data and source documents.

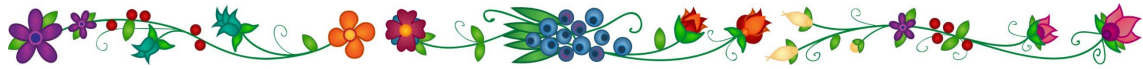
Counselor (A&D Men's Outpatient) (2) ~ Human Services ~ D.O.Q ~ Job Code: 23-102

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

Summary: Provide professional therapeutic intervention services for individuals that are misusing and/or addicted to alcohol and/or drugs. Must be familiar with .245g Comprehensive Assessment instrument, 12 core functions, and 6 dimensions of treatment planning.

Education/Experience: High School Diploma or General Education Diploma with experience practicing the 6 performance dimensions, 300 hours of Supervised Experience, 150 hours of specialized training and education. An equivalent combination of education and work experience may be considered.

Duties/Responsibilities: Coordinate activities and communications with courts, probation officers, schools, community services and other post-treatment agencies for effective goal settings and contingencies for discharge. Develop client treatment plans, based on research, clinical experience, and client's records history. Review and evaluate client's progress weekly in relation to measurable goals described in treatment care plans and provide documented reports to referral services.



Anishinaabe Language & Cultural Development Coordinator ~ Education ~ D.O.Q ~ Job Code: 23-103

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

Summary: Coordinate programming and provide guidance, training and technical assistance to families, staff and providers in Ojibwemowin and cultural knowledge using early childhood best practices. Will work diligently to impart Anishinaabe teachings throughout programs including extending into the communities.

Education/Experience: A.A, B.S or B.A. in Early Childhood Education or K-6 is preferred. Knowledge of language immersion/revitalization efforts is preferred. High school Diploma or General Education Diploma (G.E.D) is required.

Duties/Responsibilities: Work with teaching and Family and Community Partnership staff in implementing Ojibwe language and culture both in the classroom and in the home. Introduce and deepen cultural and traditional values to staff through discussion and use of local resources. Plan for the development of drum curriculum and assessment procedures for storytelling, technical instruction, and other activities.

Tribal Historic Preservation Assistant ~ DRM~ D.O.Q ~ Job Code: 23-104

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

Summary: Provides support for the projects and goals of the Tribal Historic Preservation Officer in ensuring the interests of the Leech Lake Anishinaabe people and the Tribal Council's commitment in preservation, and the protection of burials and repatriation matters.

Education/Experience: Currently pursuing an Associate's Degree in Liberal Arts, STEM or Native American and Indigenous Studies and willing to travel to attend training in the field of Historic Preservation required.

Duties/Responsibilities: Assist THPO in fulfilling required tasks with federal agencies in the Section 106 process as outlined in the National Historic Preservation Act. Assist THPO in conducting educational programs on the importance of preservation with community, local governments, and agencies. Become familiar with historic preservation laws as they apply to Minnesota, specifically the Leech lake Band.

Halfway House Technician (A.R.C) (2) ~ Human Services ~ \$16.75/hr ~ Job Code: 23-106

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

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

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

Duties/Responsibilities: Cook, wash dishes, grocery shopping and clean upstairs area for clients when cook is not available. Monitors, supervises and documents daily resident activities and behaviors. Provide supervision of household tasks ensuring premises and grounds are maintained, well-balanced meals are prepared and periodic changes of linen are available.

Pre School Teacher (Gekinwaa'amaaged) (2) ~ Education (A.O.B) ~ \$17.20/hr ~ Job Code: 23-111

BCA REQUIRED

Summary: Works to create a respectful learning and working atmosphere while providing care for preschool students at Leech Lake Head Start. Develops a nurturing relationship with each child to deepen both Ojibwe language and cultural skills. Responsible to continue to attain and impart Ojibwe-Anishinaabe knowledge, values, and language to families and children.

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

Duties/Responsibilities: With team, complete and follow learning plans (lessons). Assess and document each child's development through regular observations and reflection. Develop routines, daily activities and learning plans (lesson) responsive to each child's observed development interests, learning style, and goals.

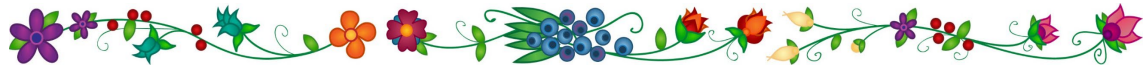
Pre School Team Leader (Naagaanizid Gekinwaa'amaaged) ~ Education (A.O.B) ~ D.O.Q ~ Job Code: 23-112

BCA REQUIRED

Summary: Works to create a respectful learning and working atmosphere while providing care for preschool students at Leech Lake Head Start. Develops a nurturing relationship with each child. Collaborates with early childhood 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: Provide oversight and appropriate guidance to teachers, interns and volunteers in the learning environment. Ensure learning plans (lessons) are complete and followed. Identify professional development goals and collaborate with early childhood team to create a plan to reach those goals.



Family Support Specialist (Urban Office) ~ Human Services ~ D.O.Q ~ Job Code: 23-115

VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM 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) is required. At least one year of experience working with native children, youth and/or families preferred, but not required. At least one year of experience performing clerical duties preferred, but not required.

Duties/Responsibilities: 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 and child interaction. Prepare reports regarding client's contacts, client needs and client service requests and submit to Case Managers for case files.

Cook (Opioid Treatment Program) ~ Human Services ~ \$18.75/hr ~ Job Code: 23-117

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: Maintain a safe and sanitary kitchen and equipment. Conduct an inventory of foods before placing grocery order to control costs when needed. Must be knowledgeable in food rotation, dating practices and taking inventory.

Facilities Maintenance Manager ~ D.P.W ~ D.O.Q ~ Job Code: 23-118

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

Summary: Coordinates and performs activities of maintaining and repairing physical structures of buildings and when needed the reconfiguration of work areas to meet organizational requirements.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. 5 years experience in management and building maintenance is required.

Duties/Responsibilities: Responsible for the facilities planning, services, maintenance, engineering and regulatory operations. Plans and engineers space quality solutions, resolves technical facilities issues, administers facilities, site documentation and ensures compliance with federal, state and local safety environmental regulations. Create and maintain maintenance schedules for all aspects of the buildings.

Office Manager ~ Human Resources ~ D.O.Q ~ Job Code: 23-119

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

Summary: Responsible for overall office management of the Human Resources office and for assisting the HR management staff with administrative duties as assigned.

Education/Experience: Associates of Arts Degree or two-year post-secondary education or equivalent combination of experience and education will be considered. Minimum three years of supervisory experience.

Duties/Responsibilities: Point person for maintenance, mailing, shipping, supplies, equipment, bills, and errands. Manage relationships with vendors and service providers ensuring that all items are invoiced and paid on time. Overseeing the work of all office employees to ensure they work productively and meet deadlines and company standards.