



## Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, SEPTEMBER 9<sup>th</sup>, 2024**

Updated weekly and posted on [www.llojibwe.org/jobs/llbojobs.html](http://www.llojibwe.org/jobs/llbojobs.html)

Applications can be found online at: [www.llojibwe.org/jobs/llbojobs.html](http://www.llojibwe.org/jobs/llbojobs.html)

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

Fax documents to: 218-335-3697; **email documents to: [jobs@llojibwe.net](mailto:jobs@llojibwe.net)**

***LLBO Policy: HR must receive your application and/or documents by 4:30 p.m. on the closing date, to be considered.***

Call 218-335-3698 or toll free 1-800-631-5528 for more information.

### **THE FOLLOWING POSITIONS CLOSE ON SEPTEMBER 13<sup>th</sup>, 2024**

**Administrative Assistant (Compliance) ~ Regulatory ~ \$17.00/hr ~ Job Code: 24-179**

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

**Summary:** Responsible for providing a variety of functions which involves clerical skills for the smooth operations of officer procedures.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). One or two years related experience.

**Duties/Responsibilities:** Answers phone calls promptly, responds to inquiries, forwards calls and/or takes messages as required. Assists in maintaining efficient filing and mailing system for all departments. Completes variety of administrative assignments efficiently and in a timely manner.

### **THE FOLLOWING POSITION CLOSING ON SEPTEMBER 20<sup>th</sup>, 2024**

**Tribal Planner/Developer ~ Tribal Development ~ D.O.Q ~ Job Code: 24-183**

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

**Summary:** To aid, guide, and support to businesses and programs sponsored by the Leech Lake Tribal Council in the areas of economic and community development, as well as grant research and writing.

**Education/Experience:** Bachelor's Degree in planning, business or public administration or related field is required. Minimum two years' experience in all aspects of business planning and development preferred. Minimum two years' experience in complex project planning and development preferred. Minimum two years' experience in grant writing, grant management, program planning and program administration preferred. Minimum two years' experience in utilizing planning and business models and tools to create comprehensive plans and strategies preferred. Minimum two years' experience in tribal government preferred. An equivalent combination of education and experience will be considered to meet the requirements of the job.

**Duties/Responsibilities:** Responsible for initiating; research, conducting studies, developing plans and strategies for Reservation development projects. Coordinate the development of short- and long-term plans for Reservation resources, including community development, housing, transportation and infrastructure. Provide technical assistance and training to divisions and programs in planning; grant writing, reporting, and financial management.

**Shelter Technician (Full time – Cass Lake Emergency Shelter) ~ Administration ~ \$16.75/hr ~ Job Code: 24-184**

**BCA REQUIRED**

**Summary:** Supervises resident compliances with program rules and regulations during counselor absence.

**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. Distribute, monitor and document clients prescribed medication. Monitors, supervises and documents daily resident activities and behaviors.

**Shelter Technician (Part time – Cass Lake Emergency Shelter) ~ Administration ~ \$16.75/hr ~ Job Code: 24-185**

**BCA REQUIRED**

**Summary:** Supervises resident compliances with program rules and regulations during counselor absence.

**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. Distribute, monitor and document clients prescribed medication. Monitors, supervises and documents daily resident activities and behaviors.



## THE FOLLOWING POSITIONS ARE OPEN UNTIL FILLED

### Licensed Assisted Living Director ~ Health ~ D.O.Q ~ Job Code: 24-003

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

**Summary:** Responsible for managing the daily operations of the site in order to provide a fiscally sound, well-maintained and socially healthy housing community. Also provides leadership and guidance to all staff at his/her site coordinating activities of elder/resident care, marketing, food service, contracts, and maintenance.

**Education/Experience:** Licensed as an Assisted Living Director (LALD). Experience in elder health, home healthcare, assisted living or nursing homes. Knowledge, background, and experience related to MN billing for EW, CADI, GRH housing programs. Post secondary coursework in property management, business, real estate or equivalent experience preferred. Three years leasing or property management experience preferred.

**Duties/Responsibilities:** Organizes, develops, and coordinates service plan reviews, as required by state codes, with appropriate elder care team members and elder families. Provides supervision and leadership to Assisted Living staff. Assist with development and implementation of the annual budget.

### Clinical Nurse Supervisor (Red Cedar Assisted Living) ~ Health ~ D.O.Q ~ Job Code: 24-004

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

**Summary:** Provides direction, coordination, supervision, and implementation of professional and supportive services to residents/elders in accordance with the Nurse Practice Act.

**Education/Experience:** Graduate of an accredited nursing program with a current license as a Registered Nurse in the state of practice. No limitations or provisional license. Minimum of two years experience in nursing with a combination of assisted living, long term care, dementia care or acute care.

**Duties/Responsibilities:** Assures that residents/elders are treated with respect and dignity, recognizing individual needs, and encouraging independence. Responsible for planning, implementing, coordinating and evaluation resident/elder care to ensure the highest quality of care for the residents. Developing and implementing policies.

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

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

**Summary:** Responsible for providing medical cares to our community members in their homes, while also working as a liaison in accessing other services our clients may need.

**Education/Experience:** Current RN, with at least two years of experience in Long Term Care facility, Primary Care or Home Care.

**Duties/Responsibilities:** Visits clients in their homes, spends 75% of the position in homes. Provide individualized nursing care to patients. Collaborates with other professionals to plan, implement and evaluate care.

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

**BCA REQUIRED**

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

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

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

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

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

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

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

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



**Police Officer (Full time) (3) ~ DPS ~ D.O.Q ~ Job Code: 24-058**

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

**Summary:** Tribal Police Officers protect life and property, preserve the peace, prevent offenses, detect and apprehend offenders and help those in need of assistance.

**Education/Experience:** POST Board certified or eligible to be POST Board certified. Must have successfully completed Basic Police Training Program and/or program provided by Federal Law Enforcement Training Center. No previous Law Enforcement experience required.

**Duties/Responsibilities:** Enforcement of Federal Laws, State of Minnesota Statutes and traffic laws, Beltrami, Cass, Hubbard and Itasca County laws and Leech Lake Band of Ojibwe laws and ordinances. Promote crime prevention and undertake community policing activities to improve quality of community life. Patrol assigned areas on foot or in vehicles to check security of property and watch for unusual activity. Maintain daily log sheets, reports, investigations, and citations.

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

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

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

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

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

**Mental Health Professional (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, when applicable. Implements treatment plans, and conducts individual therapy sessions as scheduled.

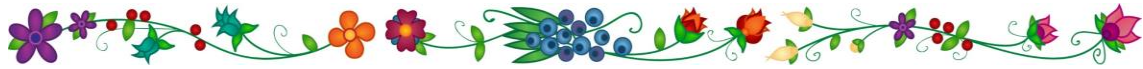
**CTSS Mental Health Practitioner (4) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-066**

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

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

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

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



**Community Health Representative ~ Health ~ D.O.Q ~ Job Code: 24-088**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

**Summary:** Provide primary health care services within the Tribal operated, community based clinics.

**Education/Experience:** Minnesota State License of Nurse Practitioner (NP) or Physician Assistant (PA-C) is required. Two years of primary health care experience in a tribally operated, Indian Health Service Program, or rural clinic is preferred.

**Duties/Responsibilities:** Education of and effective communication with those serve, concerning the diagnosis and treatment of their medical conditions, appropriate preventative measures and used of the health care system. Devise, implement and evaluate plans of care utilizing sound clinical judgements based on assessment of the physical, psycho-clinical judgements based on assessment of the physical, psychological, emotional, societal and environmental needs of the patients. Utilize the resources of the reservation community.

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

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

**Summary:** Ensures order and security within the courtroom.

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

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

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

**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 a heavy duty truck tractor and low-boy to haul heavy equipment to maintain projects throughout the Leech Lake Reservation. Operates a tandem dump truck equipped with a snow plow and wing for snow removal on either gravel or bituminous surface roadways and hauls gravel for resurfacing or patching weak areas.

**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.

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

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

**Summary:** Promotes the goals of the Leech Lake Child Support Enforcement Program by providing hands-on, personal case management for clients with the goal of increasing consistent, long-term financial support for children.

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

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



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

**BCA REQUIRED**

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

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

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

**Infant Toddler Teacher (Cass Lake) (2) ~ Education ~ \$18.61/hr ~ Job Code: 24-144**

**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.

**Carpenter (Facilities Maintenance) (2) ~ DPW ~ D.O.Q ~ Job Code: 24-146**

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

**Summary:** Responsible for performing new construction and remodeling by interpreting and preparing instruction of all buildings assigned to Facilities Management.

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

**Duties/Responsibilities:** Determines material and estimated time needed on assigned projects. Measure, cut and installs construction materials according to work order(s). Operates and maintains all carpenter equipment, power and hand tools, etc.

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

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

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

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

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

**Health & Safety Administrative Assistant ~ Regulatory ~ \$19.75/hr ~ Job Code: 24-150**

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

**Summary:** Providing support to Health & Safety Department, assisting in daily office needs and managing the department's general administrative activities. Responsible for making travel and meeting arrangements, preparing reports and maintaining appropriate filing systems. Ensure the efficient and smooth day-to-day operation of our office.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Must be current EMR/EMT certified.

**Duties/Responsibilities:** Answer and direct phone calls. Organize and schedule appointments. Order office supplies and research new deals and suppliers.



**Criminal Investigator ~ DPS ~ \$32.49/hr ~ Job Code: 24-158**

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

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

**Education/Experience:** Must have successfully completed; Basic Police Program and Criminal Investigator Training. Five (5) years law enforcement experience is required. Three (3) years supervisory experience is preferred.

**Duties/Responsibilities:** Conduct interviews pertaining to investigations. Provide crime scene management, conducting searches and processing evidence. Collaborate with other jurisdiction's criminal investigators and prosecutors to develop case information for use in pressing charges and bringing suspects to trial.

**Professional Development Advisor ~ Education ~ D.O.Q ~ Job Code: 24-160**

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

**Summary:** Will work in conjunction with Child Care Aware of MN (CCA) to enhance the quality and accessibility of statewide tribal early childhood professional development opportunities.

**Education/Experience:** Associate's Degree in Early Childhood Education or related field required. Bachelor's Degree in Early Childhood Education or related field preferred. A minimum of four years' experience working in the Early Childhood field required. Administrative and supervisory experience preferred. Experience in public relations & public speaking preferred.

**Duties/Responsibilities:** Work in conjunction with Child Care Aware (CCA) in developing and implementing a Professional Development Plan that supports tribal childcare providers and trainers. Collaborate with CCA staff to disseminate training and professional development information to childcare providers, families and community agencies. Participate in and provide resources for statewide professional development training events and CDA learning communities as available.

**Surveillance Operator (Cedar Lakes Casino) ~ Regulatory ~ D.O.Q ~ Job Code: 24-161**

**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.

**Health & Safety Emergency Medical Technician (EMT) ~ Regulatory ~ D.O.Q ~ Job Code: 24-165**

**VALID CLASS D DRIVER'S LICENSE, SIGNED MVR FORM 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:** High School Diploma or General Education Diploma (G.E.D). Must 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. Must have continued education for EMR licensing.

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

**MnTRECC Statewide Quality Coach ~ Education ~ \$26.00/hr ~ Job Code: 24-169**

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

**Summary:** Implements research-based coaching strategies, coordinates networking opportunities, and recruits early childhood educators to participate in Parent Aware programs, enhancing professional development and kindergarten readiness.

**Education/Experience:** Associate's Degree in Early Childhood Education or related field required. Bachelor's Degree in Early Childhood Education or related field preferred. Four years' experience working directly with young children in an early childhood setting required. Experience working within the tribal communities is required. Experience in public relations & public speaking preferred.

**Duties/Responsibilities:** Provide Parent Aware related updates for the MNTRECC website and the MNTRECC newsletter. Provide technical assistance to childcare educators in the full rating pathway of Parent Aware. Participate in developing and implementing culturally relevant early childhood services.



**MnTRECC Workforce Advisor ~ Education ~ D.O.Q ~ Job Code: 24-170**

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

**Summary:** Will work in conjunction with Child Care Aware of MN (CCA) to enhance the quality and accessibility of statewide tribal early childhood professional development opportunities.

**Education/Experience:** Associates Degree in Early Childhood or related field required.

Bachelors Degree in Early Childhood or related field preferred. A minimum of four years' experience working in the Early Childhood field required. Meet the requirements for Relationship Based Professional Development Advisor (RBPDA) Endorsement, as outlined by Achieve-MNCPD. Administrative experience preferred. Experience in public relations & public speaking preferred.

**Duties/Responsibilities:** Promote the MN Child Care and MN Infant/Toddler CDA to tribal providers statewide. Provide resources for statewide professional development training events and CDA learning communities as available. Provide advising to people interested in becoming a licensed child care provider or qualified to begin working in the child care workforce, as part of Empower to Educate.

**Gekinwaa'amaaged (Teacher) ~ Education ~ D.O.Q ~ Job Code: 24-173**

**BCA REQUIRED**

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

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

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

**Driver ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-174**

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

**Summary:** Responsible for the organization, coordination and transportation of Leech Lake Behavioral Health clients. Coordinates schedule with Administrative Manager, office support staff, and clinical service providers.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Knowledge of and experience with mental and chemical health disorders.

**Duties/Responsibilities:** Provide transportation services to clients in a courteous, respectful manner. Maintain/submit monthly records on vehicle usage, mileage and client services. Adhere to all passengers Safety Codes and Traffic Laws. Perform vehicle maintenance: oil change, clean vehicle inside and out (sanitize).

**Environmental Health Specialist ~ Health ~ D.O.Q ~ Job Code: 24-175**

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

**Summary:** Responsible for developing and implementing a comprehensive health program for the Leech Lake Band of Ojibwe.

**Education/Experience:** Bachelor of Science Degree in Environmental Health, Environmental Science or related field from an accredited College or University preferred. Associate's degree in Environmental Health or related field with one (1) year Environmental Health related experience required.

**Duties/Responsibilities:** Interprets water sample analysis and advised community and/or public works officials on correct procedures for treatment and disinfections of community and individual water supplies. Monitors: insect and rodent populations, including wildlife populations, for the purpose of controlling disease vectors. Make epidemiological investigations as needed, including infection control investigation in the health care environment, for the purpose of controlling disease outbreaks. Conduct air quality assessments for various airborne contaminants and make recommendations of corrective action.





**Grants Manager/Data Records Technician ~ DPS ~ \$24.15/hr ~ Job Code: 24-176**

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

**Summary:** Responsible for review of grants; reports, documents and creates files for new or existing Federal, State, grants obtained by the Department of Public Safety. Follows up with grant/ budget recommendations directed by the Public Safety Director. Works closely with program director with regard to submission of narrative progress reports to funding agencies, purchases of equipment, supplies and other requirements of the grant. Provides technical assistance to program director in regard to timeline compliance with grant guidelines.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) is required. Associate's Degree in Business Administration Management or Accounting is preferred.

**Duties/Responsibilities:** Prepare and maintain a reporting database of all grants and contracts, reporting periods and renewal due dates. Research new funding sources to include, but not limited to: Federal, State, Foundations and Corporations. Assists Program Managers with budget modifications and grantor notifications as required.

**Intake Screening Worker (Opioid Treatment Program) ~ A&D ~ \$20.00/hr ~ Job Code: 24-177**

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

**Summary:** Responsible for screening potential clients to ensure that they meet all requirements of the program. Work closely with the potential client and program employees to ensure a timely admission time frame.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D). Preferred experience working in the Human Services field and within the community. Preferred experience in working in; public relations and customer service.

**Duties/Responsibilities:** Assist potential client with his/her paperwork, screen potential clients to determine whether or not they meet the requirements for the program, when requirements are met then schedule Rule 25 with Assessors. Review all records to determine that all paperwork is complete for the client to start the program, schedule an appointment with the nursing department for the H&P. Helps maintain and file records for the program as needed.

**Investigator ~ Regulatory ~ D.O.Q ~ Job Code: 24-178**

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

**Summary:** Conducts administrative investigations and investigates complaints as directed by the Regulatory Board.

**Education/Experience:** Associate's degree with an emphasis on Criminal Justice or Gaming Enforcement. Three years of related experience. An equivalent combination of education and experience may be considered in lieu of education requirements.

**Duties/Responsibilities:** Investigations crimes/civil cases committed on or involving Leech Lake Gaming Properties, which may include but are not limited to scams, theft, robbery, assault and drugs. Provides the Investigations Manager with accurate and timely reports. Submits weekly case reports to the Regulatory Board.

**Strategic Planning Coordinator ~ DPS ~ D.O.Q ~ Job Code: 24-180**

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

**Summary:** Coordinates efforts in strategic planning and data collection/analysis for the Leech Lake Tribal Police Department. Performs complex data mining and designs/manages analytical models to facilitate strategic planning in response to the health and public safety emergency on the Leech Lake Reservation. Works closely with Leech Lake Tribal Police Board of Justices, the Leech Lake Tribal Police, and other internal and external Leech Lake Band of Ojibwe stakeholders.

**Education/Experience:** Requires any combination of education and experience equivalent to a Bachelor's Degree in Public Administration, Public Policy, Business Administration, Criminal Justice, Law or a related field, and 5 or more years of full-time professional work experience in strategic planning or a closely related field. Familiarity with the health and social issues facing the American Indian/Alaska Native population and a desire to serve this population. Must have thorough knowledge of research and analysis methods and techniques. Experience required in identifying proactive approaches to issues through trend analysis and predictive indicators. Knowledge or experience working with populations chemical dependency. Must be able to establish cooperative working relationships with all levels of employees, management, other tribal organizations, governments, and private organizations.

**Duties/Responsibilities:** Assists managers in navigating the change process to enhance efficiency by evaluating operational systems across organizational lines. Will serve as the department liaison with internal and external stakeholders in planning projects. Prepare, coordinate, and facilitate program reviews and audits.



**Driver/Operator (Tribal Roads) ~ DPW ~ \$20.50/hr ~ Job Code: 24-181**

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

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

**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. Operate a tandem dump truck equipped with a snow plow and wing for snow removal on either gravel or bituminous surface roadways and hauls gravel for resurfacing or patching weak areas. Operate a heavy duty truck tractor and low-boy to haul heavy equipment to maintain projects throughout the Leech Lake Reservation.

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

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

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

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

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

**Infant Toddler Teacher (Bena) ~ Education ~ \$18.61/hr ~ Job Code: 24-186**

**BCA REQUIRED**

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

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

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

**Infant Toddler Teacher (Onigum) ~ Education ~ \$18.61/hr ~ Job Code: 24-187**

**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.

**Cook (Maajiigin Center) ~ Education ~ D.O.Q ~ Job Code: 24-188**

**BCA REQUIRED**

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

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

**Duties/Responsibilities:** Maintain a safe and sanitary kitchen and equipment. Must be able to prepare dishes from recipes and adjust recipes quantities when needed. Conduct an inventory of foods before placing grocery order to control costs and waste. Stocking pantry, freezer and refrigerator after grocery delivery.



**Driver (ENP) (2) ~ Health ~ \$15.00/hr ~ Job Code: 24-189**

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

**Summary:** Responsible for delivering meals (lunch hour) to the Elderly Nutrition Program (ENP) participants in designated areas. Have contact with the participant receiving the meal and obtain monthly signatures of receiving individual. Daily logging of meals accepted and meals not delivered. Also, to maintain all mileage paperwork and any other documentation (complete and accurate) required by ENP, Health Division, and Fleet Management.

**Education/Experience:** High School Diploma or General Education Diploma (G.E.D) preferred. Food Service and/or delivery experience preferred.

**Duties/Responsibilities:** Maintain sanitation, health and safety standards in work area (vehicles included). Transport and deliver meals to the elderly. Assist with kitchen preparation duties as assigned.