



Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, NOVEMBER 18th, 2024**

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

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

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

Fax documents to: 218-335-3697; **email documents to: jobs@llojibwe.net**

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

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

THE FOLLOWING POSITION CLOSSES ON FRIDAY, NOVEMBER 22nd, 2024

Compliance Specialist ~ A&D ~ \$25.00/hr ~ Job Code: 24-220

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

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

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

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

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 Maajigin 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.

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

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

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

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

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

Mental Health Professional (2) ~ Behavioral Health ~ D.O.Q ~ Job Code: 24-065

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

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

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

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

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

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

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

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

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



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.

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

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

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.

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.

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.



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.

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.

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 D 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.



SNAP ED Educator ~ Education ~ \$18.61/hr ~ Job Code: 24-190

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

Summary: Provide direct delivery of nutrition education on the Leech Lake Reservation.

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

Duties/Responsibilities: Be knowledgeable of the current SNAP ED program work plans, goals, objectives/initiatives, policies & procedures. Promote and work to improve the access to affordable foods and greater use of traditional foods through partnerships and collaboration with tribal programs that strengthen Native food systems and the health and well-being and SNAP-Eligible participants. Work with Reservation communities to plan and implement gardening initiatives and nutrition classes.

Family Support Specialist (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 24-199

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

Duties/Responsibilities: Assist clients in maintaining compliance with their case plans by transporting to and from supervised visits, medical appointments, court appointments, and other service appointments as assigned. Assist clients with personal support by transporting to purchase food, clothing, and household items as assigned. Prepare reports regarding client contacts, client needs, and client service requests, submit to Case Manager for files. Complete the Daily Vehicles Reports to document observations of vehicle conditions and/or safety concerns, and maintenance can be addressed in a timely manner.

Associate Child Welfare/Family Wellness Attorney ~ Administration ~ D.O.Q ~ Job Code: 24-200

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

Summary: Provides legal advocacy to the Leech Lake Child Welfare Department, including legal representation for the Band in Tribal Court and State Court. Work with Leech Lake Family Service agencies. Representation may include Child Support and the Leech Lake Vulnerable Adult Code. Additional work may include a review of contracts and negotiations with the State of Minnesota, the Department of Human Services, and County Governments.

Education/Experience: Juris Doctorate Degree. Three years of strong relevant Child Protection (CHIPS) experience with emphasis on the Indian Child Welfare Act. Three years of strong experience in family law. Experience working with American Indian children and families. Experience working with Tribal and/or District court systems. Experience in Microsoft Office applications and case management software.

Duties/Responsibilities: Defend and prosecute on behalf of the Leech Lake Band of Ojibwe in all actions arising under the jurisdiction of the Leech Lake Tribal Court, state district courts, and forums. Coordinate, organize, and track legal obligations for Leech Lake Family Services administration and programs. Coordinate legal activities between the Leech Lake Child Welfare program, other tribal departments, government organizations, and local county/state agencies.

Rover/Driver (Facility Maintenance) (2) ~ DPW ~ \$15.00/hr ~ Job Code: 24-201

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

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

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

Duties/Responsibilities: Performs grounds care, including but not limited to mowing, trimming, edging, watering, reseeding, sweeping walks and putting down salt or ice melt when needed. Performs custodial tasks, including but not limited to sweeping, vacuuming, extracting, mopping and polishing floors, washing, painting, and interior walls, cleans windows and blinds, and cleans bathrooms, showers and fixtures. Driving custodial maintenance vehicle to various sites.

Staff Accountant II ~ Finance/Accounting ~ D.O.Q ~ Job Code: 24-202

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

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

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



Case Manager (Urban Office) ~ Administration ~ D.O.Q ~ Job Code: 24-204

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

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

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

Lead Nurse (A.R.C) ~ A&D ~ D.O.Q ~ Job Code: 24-208

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: Responsible for revising and updating written ARC Nursing policies and procedures. Demonstrate competency and use of the nursing process (assessment, diagnosis, outcomes/planning, implementation and evaluation). Provides education to residents on health-related topics, including but not limited to; COVID-19, HIV/AIDS, Hepatitis, STIs.

Assessor (O.T.P) ~ A&D ~ D.O.Q ~ Job Code: 24-211

BCA REQUIRED

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

Education/Experience: High School Diploma or General Education Diploma (G.E.D) required. Associate Degree in Human Services related field preferred. UMICAD certification; LADC preferred. Training hours may be provided by Leech Lake Opioid Treatment Program.

Duties/Responsibilities: Schedule and administer comprehensive assessments, in compliance with Direct Access guidelines, and with all program policies and procedures. Makes recommendations and provides referrals to appropriate agencies and resources. Determines eligibility for services.

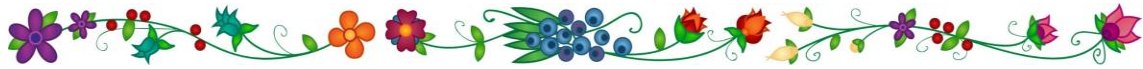
Emergency Preparedness Liaison ~ Health~ D.O.Q ~ Job Code: 24-212

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

Summary: While collaborating with internal and external partners, including emergency management, healthcare, schools, businesses/workplaces, non-profit organizations, and the community, this position performs a range of basic office support duties for the Health Division. These duties include greeting and directing visitors, answering questions, performing routine security checks, data entry, overseeing the response and recovery to public health emergencies, maintaining the electronic filing system for emergency preparedness, preparing a policy for Health on various emergency situations, and other duties as assigned.

Education/Experience: A High School Diploma or General Education Diploma (G.E.D) is required. One year of emergency preparedness experience is preferred.

Duties/Responsibilities: Leads the development, review, and maintenance of preparedness documents, including plans. Collaboration with County/City/Tribal emergency managers to coordinate planning/responding to emergent needs. Direct oversight of grants allocated to emergency preparedness within the Health Division, including reporting, agency, and LLBO modifications



Energy Grants Manager ~ DRM~ D.O.Q ~ Job Code: 24-213

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

Summary: Works with Sustainability program staff to identify, apply for, and administer energy-related grants and funding opportunities.

Education/Experience: Associate of the Arts (AA) degree in General Education required. Bachelor's Degree in a relevant field such as environmental science, public administration, or business administration is preferred. Minimum of 2 years of experience managing grants, preferably with a focus on clean energy or sustainability projects preferred. Experience working with Tribal governments or communities is preferred.

Duties/Responsibilities: Develop compelling grant proposals that clearly articulate project goals, timelines, budgets, and impact potential. Oversee the entire grant lifecycle, from pre-award planning through post-award reporting and evaluation. Manage complex grant budgets, ensuring responsible fiscal oversight and compliance with funding agency requirements. Liaise with funding agencies, providing updates and addressing inquiries.

Diabetes Registered Dietitian ~ Health ~ D.O.Q ~ Job Code: 24-214

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

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

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

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

Fisheries Specialist ~ DRM ~ \$18.00-\$22.00/hr ~ Job Code: 24-215

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

Summary: This is a technical position that focuses on both field and administrative duties of the Fisheries Program. Responsibilities include, but are not limited to assisting in development and implementation of fisheries management plans and conservation strategies, conducting field surveys and assessments to monitor fisheries populations, assisting 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: Bachelors of Science degree in Fisheries or related field is required. Good project management: organization, time management, goal accomplishment and accountability required. Previous experience working in a hatchery and operating a boiler system preferred. Ability to obtain a boilers operating license is required. Ability to successfully complete training on fish husbandry and hatchery maintenance is required. Minimum three years of experience in a Fisheries related position is preferred. Strong fieldwork skills and experience with fisheries survey techniques preferred. Proven experience in fisheries monitoring, research, or conservation projects preferred. Knowledge of local and regional fisheries species, habitats, and conservation issues preferred.

Duties/Responsibilities: Conduct fish hatchery maintenance and fish stocking operations. Assist in writing grant proposals to continue and expand the Fisheries Program. Assist in the development and implementation of fisheries conservation plans.

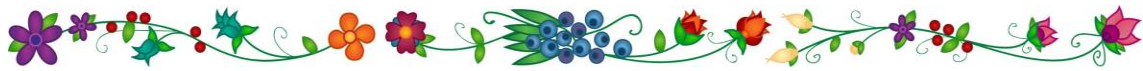
Pre School Teacher (Cass Lake) ~ Education ~ \$18.61/hr ~ Job Code: 24-217

BCA REQUIRED

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

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

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



Infant Toddler Teacher (Ball Club) ~ Education ~ \$18.61/hr ~ Job Code: 24-218

BCA REQUIRED

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

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

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

Infant Toddler Teacher (Ongium) (3) ~ Education ~ \$18.61/hr ~ Job Code: 24-219

BCA REQUIRED

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

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

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

Health & Safety Emergency Medical Responder (EMR) ~ Regulatory ~ \$16.50/hr ~ Job Code: 24-221

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

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

Education/Experience: High School Diploma or General Education Diploma (G.E.D). Must have 80 hour (minimum) course based on the U.S. Department of Transportation curriculum in Prehospital Emergency Care, CPR/AED certified, State and National Exams. Minimum renewal hours 16 every two years and Continuing Education Units for EMSRB. Must have continued education for EMR licensing.

Duties/Responsibilities: Determines nature and extent of patient conditions while trying to assess possible pre-existing medical problems. Determines level of care, patient assessment, medical care and mechanism of injury/illness. Conducts alcohol and drug testing while insuring the integrity and confidentiality of each is not jeopardized.

Health & Safety Emergency Medical Technician (EMT) ~ Regulatory ~ \$17.50/hr ~ Job Code: 24-222

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

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

Education/Experience: 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.

Carpenter (Community Services) ~ DPW ~ D.O.Q ~ Job Code: 24-223

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

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

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

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

Lead Carpenter/Estimator (Community Services) ~ DPW ~ D.O.Q ~ Job Code: 24-224

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

Summary: Supervise Carpenters, Provide and oversee carpentry repairs for construction activity within the RTC Emergency Housing Repair Program, and prepare pre-construction inspections.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) preferred. General carpentry and building skills required including at least two years documented experience. At least one year of supervisory experience. At least one year of preparing estimates and material lists for projects.

Duties/Responsibilities: Oversee and provide direction to Carpenters. Purchase and deliver materials to job sites. Measure, cut and install construction materials according to work orders. Meet and communicate with clients, vendors and suppliers.