

Leech Lake Band of Ojibwe Summary of Job Openings

Publication Date: **MONDAY, DECEMBER 9th, 2024**

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

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

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

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

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

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

THE FOLLOWING POSITIONS CLOSE ON FRIDAY, DECEMBER 20th, 2024

Employee Relations Associate ~ Human Resources ~ \$25.00/hr ~ Job Code: 24-225

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

Summary: Will assist with the administration of the company's employee relations program. Will coordinate with in-house and outside agencies to provide services for our employees that will retain and foster positive working conditions for our employees.

Education/Experience: A.A. degree in Human Services preferred or related field and/or at least three years of work-related experience preferred. An equivalent combination of education and experience will be considered to meet the requirements of the job.

Duties/Responsibilities: Responsible to administer the LLBO Drug and Alcohol policy, procedures, processes and forms. Screen incoming employee relations referrals for appropriate plan of action of referral to outside agencies. Advise or guide supervisors and employees through the appropriate course of action to take regarding the GAPP and Drug/Alcohol policies and procedures.

Procurement Clerk ~ Finance/Purchasing ~ \$22.00/hr ~ Job Code: 24-232

Summary: Under direct supervision, reviews and coordinates routine purchase requests in accordance with Leech Lake Band of Ojibwe policies and applicable Tribal and Federal Laws.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. One to three months related experience and/or training is preferred.

Duties/Responsibilities: Reviews, obtains approval, and processes purchasing requests such as Purchase Requisitions and Purchase Orders for goods or services to ensure compliance with the LLBO purchasing procedures and user requirements. Prepares requests for; simple bids, requests for quotes, and proposals. Interacts with vendors and departments regarding procurement procedures and status of orders.

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 part of the ambulance service protocol.

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

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.

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.



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/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.



Practice Base Coaching Coordinator ~ Education ~ D.O.Q ~ Job Code: 24-195

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

Summary: Provides on-the-job guidance, training and technical assistance to classroom teaching staff who work in classrooms serving Head Start/Early Head Start children. Works with program staff to improve the quality of teaching; assists programs to promote positive, significant and sustained outcomes to children and promotes career development for teaching staff working in Head Start/Early Head Start programs.

Education/Experience: Baccalaureate in Early Childhood Education is required with a minimum of five (5) years of teaching as a Team Leader within a Head Start program. Extensive knowledge of early childhood education including all domains of learning and development is required. Familiarity with current research and understanding how that research can be translated into classrooms is required. Experience in providing and implementing early childhood education service activities and training for teaching staff and parents is required.

Duties/Responsibilities: Evaluate classroom staff using a variety of informal and formal observations, and personal interviews to determine training and coaching needs for each staff member and site team. Discuss and reflect on observation and note progress with each teacher. Work with Education Manager and classroom staff to up-date yearly written Professional Development Plans for classroom staff.

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) ~ 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.

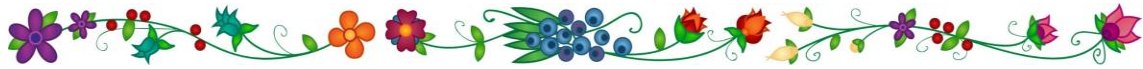
Emergency Preparedness Liaison ~ Health~ D.O.Q ~ Job Code: 24-212

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.

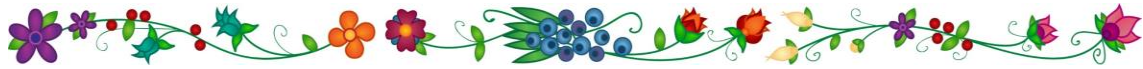
Pre School Teacher (Cass Lake) ~ Education ~ \$18.61/hr ~ Job Code: 24-217

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.

Water Resources Technician II ~ DRM ~ D.O.Q ~ Job Code: 24-227

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

Summary: Perform surface water quality monitoring, data collection, logging and reporting, using equipment and software specific to water quality.

Education/Experience: A minimum of AA with STEMs emphasis or AS in Natural Resource Science, Environmental Science or similar degree, or currently in final semester to obtain the aforementioned level of education required or a minimum of one-year experience conducting field work and/or environmental monitoring.

Duties/Responsibilities: Collect data using various water quality monitors at swimming beaches, rivers, and streams, lakes and bridges, and wetlands, often in remote locations. Participate in the preparation of reports on collected data and field work. Prepare and present as requested on water quality projects in the community and professionally. Provide educational outreach to the community.

Watershed Specialist ~ DRM ~ D.O.Q ~ Job Code: 24-228

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

Summary: Responsible for implementing and managing the Non-Point Source Pollution (NPS) and Clean Water Act Section 401 Water Quality Certification (401) Programs in coordinating aspects of regional environmental compliance and policy related. Will assist in activities associated with water quality and environmental monitoring.

Education/Experience: A minimum of B.S. in Aquatic Biology, Biology, Environmental Studies/Ecology, Chemistry, Natural Resources, or related field, or currently in final semester to obtain the aforementioned level of education required or a minimum of 3 years of experience implementing water resource activities and program management.

Duties/Responsibilities: Manage and build capacity for the NPS and 401 Programs and related grant funding responsibilities including project/work plan writing and follow-thru with grant processing, budgeting, reporting, etc. Develop and maintain NPS mitigation practices (erosion, runoff, rain gardens, etc.) as well as update and manage the LLBO NPS management plan. Locate, map and catalog Individual Septic Treatment Systems (ISTS).

Pre School Team Leader (2) ~ Education ~ D.O.Q ~ Job Code: 24-229

BCA REQUIRED

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

Education/Experience: Possess a minimum of an AA or BA degree in Early Childhood Education or related field. Supervisory experience within the past two years is preferred. Experience working with pre-school children is preferred.

Duties/Responsibilities: Responsible for the approval of work hours, necessary adjustments and documenting reasons for adjustments in the electronic timekeeping system for all assigned staff. 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. Work with Education Program Managers, Center Supervisor, Ojibwemowin Mentor, Curriculum and Data Coordinator and Practice Based Coach on recommended areas of improvement through coaching and assist with corrective action plans that reflect the individual needs of staff and/or team.

Surveillance Operator (Northern Lights Casino) (2) ~ Regulatory ~ D.O.Q ~ Job Code: 24-230

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.



Environmental Justice Liaison ~ DRM ~ \$23.00/hr ~ Job Code: 24-231

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

Summary: Establish and nurture partnerships with a diverse array of stakeholders across levels of internal and external government with a focus on environmental justice and Traditional Ecological Knowledge/Indigenous Knowledge. This includes overseeing and managing the Environmental Justice and Climate Programs, as well as coordinating various environmental justice efforts within and outside the Leech Lake government and the Tribal community.

Education/Experience: Minimum of B.S. in Biological Sciences, Natural Resources, Environmental Justice, or related field, or currently in final semester or a minimum of four years professional experience in Biology, Resource Management or Environmental Justice related field. Knowledge of LLBO Natural Resources, both current and historic. Must be a natural resource gatherer.

Duties/Responsibilities: Assist supervisors in the development, review, and implementation of environmental justice related initiatives. Develop relationships with state, local, and federal partners in promoting a shared stewardship vision for the Leech Lake Indian Reservation. Administration of any environmental justice funding to ensure adherence to requirements, terms and conditions, proper and timely reporting, and others as appropriate.

Elder Advocate ~ Administration ~ D.O.Q ~ Job Code: 24-233

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

Summary: Support elders who wish to remain living in their homes/communities. Develop plans with the elder that adequately will meet their immediate needs making certain that family members are active participants.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. A.A. Degree in Gerontology or related Health field preferred. Four (4) years' experience working with elders preferred. Have CHW Certification or obtain within the first year. HIPPA compliant and data privacy training annually.

Duties/Responsibilities: Act as a resource, assist and/or access the programs, within the Reservation/Counties that pertain to elders needs. Coordinate social interaction for community elders. Provide the Director with regular reports on elder needs and activities.

Senior Maintenance Safety Technician ~ Education ~ \$23.92/hr ~ Job Code: 24-234

BCA REQUIRED

Summary: Responsible for monitoring and maintaining a clean & safe environment within the AOB Head Start/Early Head Start facility and grounds. Coordinate the maintain and servicing of HVAC units in the Early Childhood center as needed.

Education/Experience: High School Diploma or General Education Diploma (G.E.D) is required. Any combination of experience and training that would provide required knowledge and abilities is preferred.

Duties/Responsibilities: Provide support with HVAC trouble shooting and HVAC Maintenance. Assist the Facilities Supervisor with water testing on all private well systems within program as needed. Ensure daily sweeping, vacuuming and mopping of all carpeted and tiled areas of the facility, including offices, bathrooms, and classrooms. Work with maintenance staff to maintain an inventory system of supplies and equipment.

Lead Case Manager (Urban Office) ~ Administration ~ D.O.Q ~ Job Code: 24-235

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

Summary: Develop and implement a plan to provide intervention services, design case plans to protect and safeguard children and their families during personal crisis.

Education/Experience: Bachelor's Degree in Social Work (BSW) or other Human Services related field. Two years experience in the area of Human Services field. One year experience in administrative management or program development. Experience working with Native American Indian children and families. Experience working with Tribal and/or District court systems. Experience in Microsoft applications.

Duties/Responsibilities: Provide peer consultation and mentoring on cases with Child Welfare Case Managers and paraprofessionals. Ensure Case Managers attend and are prepared for court hearings as an advocate to act on behalf of the child. Ensure Case Managers thoroughly monitor case plans, submit timely court reports, provide quality services to clients, maintain proper documentation, and close out files as necessary in a timely manner. Assist in completing Intake and Assessment activities when needed.



Case Manager (2) ~ Administration ~ D.O.Q ~ Job Code: 24-236

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 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.

CTSS Mental Health Practitioner (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 24-237

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

Summary: Provide Children's Therapeutic Services and Supports (CTSS), which consists of activities designed to promote skill development of both the child and the family. Will provide culturally responsive mental health services (skills training) to children and families who have a qualifying child under age 21 and have a severe emotional disturbance (SED) or emotional disturbance (ED) as documented by a comprehensive diagnostic assessment. Skills training is provided primarily in the child's home but may also be provided in school and/or in the community. Responsible for providing rehabilitative skills training to Children's Therapeutic Services & Supports (CTSS) 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 below: If no BA, must have completed 4000 hours of verifiable supervised experience in the delivery of services to adults or children with any of the following: mental illness, substance use disorder, or emotional disturbance. A graduate student enrolled in Behavioral Sciences or related field. Has a Master's/Doctorate in Behavioral Sciences or related field.

Duties/Responsibilities: Complete CTSS Treatment Supervision plan and comply with plan requirements for supervision based on individual qualification status and certification requirements and update plan annually and/or as qualifications change. Work with a client's MHP to develop Individual Treatment Plans for clients based on the Diagnostic Assessment. Complete Progress Notes, ITP reviews and Discharge Summaries within required time frames. Identify resources and advocate for client to receive services from other agencies when appropriate.

Billing Compliance Specialist (Child Welfare) ~ Administration ~ D.O.Q ~ Job Code: 24-238

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

Summary: Responsible for Child Welfare Staff as assigned to know billing systems as needed to complete billing processes for eligible clients who are provided with case management services, and also monitor, train staff and develop policies and procedures for efficient billing protocols to capture reimbursable expenditures.

Education/Experience: Bachelor's degree in Business Management/Accounting or related field preferred Associate's degree in Business Management/Accounting or related field or 4 years of similar experience required. Familiarity with SSIS terminology and Procentive billing software programs preferred. Knowledge in administrative, finance/budgeting and/or program development preferred. Experience working with SSIS or similar state billing system preferred.

Duties/Responsibilities: Maintain billing compliance by reviewing, organizing, and ensuring case managers and assistants are entering the required language and service arrangements into SSIS and Procentive to initialize the billing process. Verifies MA eligibility on billing submissions and informs CW staff members on MA ineligible billings to implement corrective actions.



Compliance/Investigator ~ Cannabis Commission ~ D.O.Q ~ Job Code: CC24-001

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

Summary: To develop, plan, conduct and monitor administrative investigations and investigates complaints as directed by the Cannabis Regulatory Commission. To detect and reveal criminal violations, internal misconduct and illegal operations/activities and prevent and neutralize crimes through enforcement, creating awareness of Cannabis Ordinance, Regulations, internal controls and security.

Education/Experience: Associates Degree with an emphasis on Criminal Justice or equivalent combination of education and experience will be considered in lieu of education requirements. Three years of Gaming Enforcement related experience is preferred.

Duties/Responsibilities: Conduct interviews pertaining to investigations. Provide investigatory management, conduct searches and process evidence. Investigates crimes/civil cases committed on or involving Leech Lake Cannabis Company and Commission properties; Investigations may include but are not limited to scams, theft, robbery, assault, and drugs.

Office Manager/Assistant ~ Cannabis Commission ~ D.O.Q ~ Job Code: CC24-002

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

Summary: Provide support to Cannabis Regulatory Commission, assist in daily office needs and manage the department's general administrative activities. Responsible for making travel and meeting arrangements, preparing reports, intake of commission applications, and maintaining appropriate filing systems. Assist all employees with the administrative duties that need to be taken care of within the office. Ensure the efficient and smooth day-to-day operation of our office.

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

A.A. Degree or two-year post-secondary education or equivalent combination of experience and education will be considered. Three years of supervisory experience preferred.

Duties/Responsibilities: Maintain Cannabis Commission inventory of office supplies and maintenance supplies and equipment. Process travel forms, including travel requests, mileage, purchase orders, billing and disbursement vouchers. Maintain communication with Human Resources regarding job openings, PAF's, PCF's and other personnel forms. Assist Director with preparation of Cannabis Commission budget.



Summary of Job Openings 12/10/2024

Sweetest Grass Dispensary
6838 Frontage Road NW, Unit A
Walker, Minnesota 56484

For more information or to apply, please email:
ben@sweetestgrass.com

Job Title: Director of Operations

Location: TBD

Reports To: CEO

Employment Type: Full-time

Sweetest Grass Dispensary, a leading cannabis retailer in the Minnesota adult-use market, is seeking a dynamic and experienced Director of Operations to oversee and optimize all aspects of the company's operations. This key leadership role will be responsible for driving operational excellence, ensuring compliance with state regulations, managing cross-functional teams, and scaling the business to meet strategic objectives.

Required Qualifications & Skills:

- Bachelor's degree in Business Administration, Operations Management, Agricultural Sciences, or a related field; MBA preferred.
- 5+ years of experience in operations leadership within cannabis, agriculture, manufacturing, or retail industries.
- Demonstrated success in managing large-scale projects across multiple divisions.
- In-depth knowledge of cannabis cultivation, manufacturing, and retail operations.
- Strong understanding of Minnesota cannabis regulations and compliance requirements.
- Exceptional organizational, leadership, and project management skills.
- Proficiency in ERP systems, seed-to-sale tracking software, and data analysis tools

Position Title: Executive Assistant

Location: TBD

Reports To: CEO

Employment Type: Full-time

Leech Lake Cannabis Company(LLCC) is seeking a proactive, highly organized, and detail-oriented Executive Assistant to support the CEO and the LLCC Board. This role ensures the efficient operation of the executive office by providing high-level administrative support, managing critical tasks, and serving as a liaison between the CEO, Board Members, and other stakeholders.

Required Qualifications & Skills:

- Bachelor's degree in Business Administration, Communications, or a related field preferred.
- Minimum of 2 years of experience in executive-level administrative support.
- Experience supporting Board Members and familiarity with governance practices is a plus.
- Exceptional organizational and time-management skills, with the ability to prioritize and multitask effectively.
- Excellent written and verbal communication skills.
- Proficiency in Google Suites and project management tools.
- Strong attention to detail and the ability to handle complex and confidential information.
- A proactive approach to problem-solving with strong decision-making capability.
- High level of professionalism, integrity, and discretion.
- Friendly, approachable, and able to work collaboratively across diverse teams.
- Adaptable and resilient, with a strong sense of initiative

Job Title: Budtender

Location: 6838 Y Frontage Rd NW, Unit A, Walker, MN 56484

Reports To: Shift Lead

Employment Type: Full-time

The Budtender at Sweetest Grass Dispensary is the face of our business, responsible for creating a welcoming and educational experience for every customer. This role combines retail sales expertise with a deep passion for cannabis education to help customers navigate our product offerings and make informed decisions. The Budtender ensures compliance with state regulations while maintaining a clean, organized, and well-stocked environment. This position is ideal for outgoing, customer-focused individuals who are excited to work in the fast-growing cannabis industry and represent Sweetest Grass's commitment to quality, community engagement, and customer satisfaction. As a key member of our team, the Budtender plays a critical role in building lasting relationships with customers and contributing to the success of our dispensary.

Required Qualifications & Skills

- High school diploma or GED.
- Must be 21+ years of age.
- Reliable transportation
- Sound knowledge of cannabis strains, products, and their benefits (or a willingness to learn).
- 1 year of retail sales experience (preferred).
- Outstanding customer service and communication skills.
- Punctual & Reliable
- Expert time-management, prioritization, and multitasking abilities.
- Adaptable and comfortable working in a fast-paced, ever-changing environment.
- Passionate about cannabis and eager to learn more about the industry.
- Outgoing and engaging personality with a talent for building rapport with customers.