



The Minnesota Chippewa Tribe

JOB ANNOUNCEMENT

Title: Tribal Employment Specialist
Location: Duluth, MN, Minnesota Chippewa Tribe Human Services Division (1 position)
Cass Lake, MN, Minnesota Chippewa Tribe Human Services Division (2 positions)
Pay: \$22.27-\$29.39 per hour DOQ. Full-time with fringe benefits
Deadline: Open Until Filled

Administration
218-335-8581
Toll Free: 888-322-7688
Fax: 218-335-8496
Home Loan
218-335-8582
Fax: 218-335-6925
Economic Development
218-335-8583
Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

DUTIES AND RESPONSIBILITIES

1. Provide intensive counseling to MFIP participants ensuring access to financial, education, training, employment, and social programs.
2. Work cooperatively with program staff and various community agencies to access services for clients.
3. Work cooperatively with county social services in the identification, orientation, and referral process of eligible MFIP participants. Includes orientating all referrals to the MFIP program and its resources, requirements, and due process, and make them aware of options and services available to them using the MFIP Manual and Guidelines.
4. Conduct in-depth assessments such as the Employability Measure, of education levels, skills, abilities and employment of the MFIP participant.
5. Work closely with MFIP recipients to set goals, steps, tasks, and timelines for completion that are sequential, attainable, and measurable for the family to achieve self-sufficiency. Develop and execute an individualized employment plan with the program participant.
6. Continue ongoing communication with participants to monitor their progress. This includes maintenance of case notes on a state database,
7. Maintain appropriate information releases as required by the Data Privacy Act and follow strict confidentiality codes. Must take online HIPAA training annually and follow appropriately.
8. Assist in the collection and compilation of necessary demographics and statistics to evaluate the effectiveness and gaps in services available.
9. Serve as a representative of the MFIP Program and the Minnesota Chippewa Tribe to the reservations, communities, and Tribal members. May involve public speaking and presentations to participants.
10. Other duties as assigned by supervisor and/or Human Services Director.

KNOWLEDGE AND EXPERIENCE

1. Prefer Bachelor's Degree in Social Work, Business Management or related field.
2. Experience working with the Indian community, possessing a working knowledge of Indian people, their community, resources and needs.
3. Knowledge of Indian values and culture in relation to self-sufficiency and welfare dependency.
4. High degree of skills in advocacy and problem solving.
5. Proficiency on the computer required/essential, including Microsoft, Outlook and search engines.
6. Must have a valid driver's license, current auto insurance, and the use of a privately owned vehicle for business purposes.

Send resume, and/or application listing three professional references to:

Joel D. Smith, Director of Administration, the Minnesota Chippewa Tribe, P.O. Box 217, Cass Lake, MN 56633 jsmith@mnchippewatribe.org. EEO-American Indian Preference. Visit our website at www.mnchippewatribe.org for application.