



The Minnesota Chippewa Tribe

Administration
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Economic Development
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Fax: 218-335-8496
Education
218-335-8584
Fax: 218-335-2029
Human Services
218-335-8586
Fax: 218-335-8080

JOB ANNOUNCEMENT

Title: Employment Specialist
Location: Virginia, MN Minnesota Chippewa Tribe Human Services Division
Pay: \$18.15 per hour. Salary level 5, full-time with fringe benefits
Deadline: Friday, August 18, 2017

Description: Reporting directly to the Tribal Employment Manager. The Employment Specialist serves as part of a team of professionals that strive to promote the self-sufficiency of American Indian families with multiple barriers to employment. The Employment Specialist will;

- Provide counseling to MFIP participants ensuring access to financial, education, training, employment, and social programs. Focus on the “Strength Based Approach”.
- Work cooperatively with program staff and various community agencies to access services for clients.
- Work cooperatively with county social services in the identification, orientation, and referral process of eligible MFIP participants.
- Continue on-going in person weekly contacts with participants, maintain case notes on state database, maintain strict confidentiality, and take annual HIPAA training.
- Serve as a representative of the MFIP Program and the Minnesota Chippewa Tribe to the reservations, communities, and Tribal members.
- Other duties as assigned by supervisor.

Qualifications:

- Bachelor’s Degree in Social Work or five or more years of experience working with the Indian community, and a working knowledge of Indian people’s values and culture.
- High degree of skill in positive advocacy, in-depth assessment, client monitoring, and motivational techniques is desirable.
- Proficiency on the computer including Microsoft, Outlook and search engines.
- Background Check Required.
- Must have a valid driver’s license and current auto insurance.

Send resume/application and list of three professional references to:

Joel D. Smith, Director of Administration,
Minnesota Chippewa Tribe, PO Box 217, Cass Lake, MN 56633
EEO-American Indian Preference