



# WHITE EARTH TRIBAL & COMMUNITY COLLEGE

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## Customized Education Navigator

### Position Information

Supports the Customized Education Department and students through workforce training, case management, and employer relationships. This is a grant-funded position.

### Duties & Responsibilities

- Provides case management and navigational and support services to increase participant completion and address barriers to success.
- Assists with finding job placements for participants.
- Builds and maintains positive relationships with program participants, employers, and service providers.
- Refer participants to WETCC, tribal, or community services.
- Develops and monitors learning plans for each participant.
- Completes paperwork and documentation and maintains accurate records.
- Abides by grant responsibilities and requirements.
- Maintain confidentiality.
- Other duties assigned.

### Work Schedule:

Monday-Friday, 8:00 to 4:30, evenings and weekends are sometimes required,

Advertised Salary: \$23.40

### Minimum Qualifications

- Associate's degree in social services, human services, or related fields and
- Three or more years of experience in social services, employment training, or human services.
- Experience working with individuals or families who face economic, educational, employment, or health challenges.

## Certificates, Licenses, and Registrations

- Current driver's license and insurance

## Knowledge, Skills, & Abilities

- Excellent interpersonal and problem-solving skills.
- Ability to work effectively with others.
- Reliable and dependable as a team member.
- Proficient computer skills, including Microsoft Windows.
- Knowledge of curriculum design, training techniques, and adult learning.
- Ability to work an adjusted schedule as needed.
- Ability to communicate effectively through written and oral correspondence.

Applicant Materials Required: Cover letter, resume, three professional references, completed WETCC application, and background check consent form. The application and consent form can be found at [www.wetcc.edu](http://www.wetcc.edu).

## Benefits

WETCC offers a comprehensive benefits package for full-time employees, including company-paid life and disability. Other benefits include health, dental, HSA with company match, additional life insurance, accident, critical illness, hospital indemnity, vision, Legal & ID Shield, and medical and dependent care FSA. The effective date for new full-time employees is the first of the month following the date of hire.

Traditional or Roth 401k with a company match up to 5%, fully vested from day one, the effective date for 401k is the first of the month following 90 days of employment, for full and part-time employees.

WETCC offers annual leave and sick leave, which both start from the date of hire.

WETCC has 19 paid holidays a year.

## About WETCC

Established as a not-for-profit tribally controlled educational institution of higher learning, the first Charter was approved on February 5, 1998 "...to provide adult education and post-secondary educational services to enrolled members of the White Earth Reservation and to other eligible Indians and non-Indian residents of the area..."

Initial Candidacy for Accreditation by The Higher Learning Commission was granted on October 14, 2004, with full accreditation granted on October 8, 2008.

## Purpose Statements

- The college will present learning as a life-long process of discovery of knowledge embedded in the intellectual disciplines and the traditions of the Anishinaabe people.
- The college will support the self-determination of the Anishinaabe people through the preservation and promotion of their history, culture, and language.
- The college will seek to address eh social, political, and economic needs of the White Earth Reservation through programs that encourage service to the community.
- The college will promote a philosophy based on the seven teachings of the Anishinaabe.

Mission - White Earth Tribal and Community College is an institution of higher learning dedicated to academic excellence grounded in Anishinaabe culture, values, and traditions.

Vision -*Gaa-miinigoowizid Anishinaabe gibimiwidoomin niigaanakeyaa* – “We all are carrying into the future the way the Anishinaabeg was gifted”

The White Earth Tribal & Community College in accordance with Federal law and U.S. Department of Agriculture policy, this institute is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex, familial status, sexual orientation, and reprisal.