

Case Manager



Pine Technical &
Community College
Community Job Board

COMPANY NAME

Mille Lacs Band of Ojibwe , Onamia, MN

DESCRIPTION

The Case Manager at AanjiBimaadizing is responsible for managing participants in the P.L. 102-477 Grant program by developing, coordinating, and monitoring individualized plans for adult and youth clients. The role focuses on assessing participant needs, identifying barriers, connecting clients with appropriate resources, and supporting progress toward employment and personal development goals. The Case Manager conducts interviews, determines eligibility for assistance programs, maintains accurate documentation, and collaborates with agencies and service providers. The position requires strong communication, organization, confidentiality, and case management skills, along with cultural awareness and respect for the Native American community. Employment is contingent on background checks, drug and alcohol testing, required clearances, and grant funding continuation.

QUALIFICATIONS

- Associate degree in vocational counseling, social work, or related field plus 3 years of Human Services experience; or 5 years of Federal Grant program case management experience.
- 3+ years working with the Native American community and knowledge of Native American culture.
- Experience with interviewing, assessments, case management, and information gathering.
- Ability to interpret program rules, technical documents, and eligibility requirements.
- Proficiency with Microsoft Office and database systems/data entry.
- Experience with job counseling, employability assessments, development planning, documentation, and conflict resolution preferred.
- Strong communication, organization, and interpersonal skills.
- Ability to maintain confidentiality and comply with federal privacy requirements.
- Ability to build professional relationships with clients, agencies, and coworkers.
- Must have MN DHS Public Assistance system clearance.
- Must pass background check, drug/alcohol test, and meet insurance requirements.
- Must have valid driver's license, reliable transportation, and current insurance.

DEADLINE: 7/7/2026

CONTACT INFORMATION

Mille Lacs Band of Ojibwe HR Generalist
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APPLY THROUGH EMAIL