



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

EMPLOYEE ASSISTANCE PROGRAM AND TRAINING COORDINATOR

Position Description

Opens: July 09, 2025 Closes: July 15, 2025			
Department:	Human Resources	Reports to (title):	Human Resources Director
Job Code:	E-12	Job Location:	Bois Forte Tribal Government -Nett Lake, MN
Pay Range:	Min: \$48,275.52 (\$23.21) Mid: \$60,344.40 (\$29.01) Max: \$72,413.28 (\$34.81)	Supervises:	None
Hours/week:	40	Classification:	Exempt
Type of Position:	Full time	Effective Date:	10/06/2023
Indian Child Protection Background:	Yes	Revised Date:	10/06/2023
PERFORMANCE EXPECTATIONS			

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Maintain a current insurable driver’s license.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Employee Assistance and Training Coordinator develops and implements comprehensive training as well as providing resources and employee assistance help for all employees of the Bois Forte Reservation Tribal Government. The Employee Assistance Program and Training Coordinator will administer the Employee Assistance Program, hire, and train staff, and perform on-site educational seminars and training for employees.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Provide day-to-day oversight and supervision of the government wide training programs.
2. Make sure all programs comply with all Federal, State and Tribal training regulations.
3. Plan and oversee the annual training budget.
4. Oversee marketing and communication of all training programs.
5. Actively facilitate and participate as needed in all required Federal, State, and Tribal training.
6. Prepare for and lead staff development and training sessions as required.
7. Assist with the development and modification of training program policies and documents.
8. Provide Leadership in developing new training programs and project management as needed.
9. Provide counseling, referral services and education to Bois Forte Reservation Tribal Government employees and family members for the purpose of helping employees with work/life challenges that affect work performance.

EMPLOYEE ASSISTANCE PROGRAM AND TRAINING COORDINATOR

Position Description

10. Handle employee self-referrals and formal referrals and assess the employee's needs and choose the appropriate resources, referrals, and educational materials and conduct monitoring, follow-up, and quality assurance on cases.
11. Design and facilitate training for BFRTG employees and supervisors on EAP and related issues including personnel training.
12. Provide assessment, referral, training, monitoring, and reporting.
13. Work with Emergency Preparedness to facilitate critical incident stress debriefings and provide on-going consultation services to peer stress programs statewide.
14. Perform EAP administrative functions including documenting all case activity, data collection, recordkeeping, and report preparation.
15. Design, coordinate and implement all program promotional materials including newsletter and other educational brochures.
16. Build and maintain working relationships with key community stakeholders including healthcare providers to ensure effective and efficient referrals.
17. Assist in developing, implementing, and coordinating other employee relations activities including, but not limited to wellness initiatives, and recruitment.
18. Participate in recruitment and dismissal processes.
19. Communicate policies pertaining to Human Resources, compensation, and benefits.
20. Conduct Exit Interviews.
21. Collect and analyze employee data.
22. Oversee employee orientation.
23. Map out training plans and schedules, designing and developing training programs (outsourced or in-house) for HR training, and tribal government wide.
24. Choosing appropriate training methods per case (virtual, simulated, mentoring, on the job training, professional development classes, etc.).
25. Conduct an organization-wide training needs assessment and identify skills or knowledge gaps that need to be addressed.
26. Design, prepare and order educational aids and materials.
27. Gather feedback from trainers and trainees after each educational session and assess instructional effectiveness and determine the impact of training on employee skills.
28. Maintain updated curriculum database and training records.
29. Recruit and train new Trainers, delegate training tasks to the new Trainers and evaluate performance.
30. Host train-the-trainer sessions for internal subject matter experts.
31. Manage and maintain in-house training facilities and equipment.
32. Research and recommend new training methods.
33. Create training schedules for all company departments, track and create reports on outcomes of all training and maintain training records for the company.
34. Train new hires on company policies and procedures and use the best training methods for a specific purpose or audience.
35. Gather and evaluate information from employees and management on previous training to identify weaknesses and areas that need additional training.
36. Attend seminars and meetings to learn new training methods and techniques and use the knowledge to prepare and coordinate future training sessions.
37. Inform employees on scheduled training and track their progress.
38. Recommend training materials and methods, order and maintain in-house training equipment and facilities and manage the budget set for training.
39. As an employee of the Bois Forte Reservation, will follow the Bois Forte Procurement Policy and any other applicable procurement requirements when obtaining goods and/or services for the Bois Forte Band of Chippewa.
40. Other duties as assigned.

MINIMUM MANDATORY QUALIFICATIONS

EMPLOYEE ASSISTANCE PROGRAM AND TRAINING COORDINATOR

Position Description

Experience:	<ul style="list-style-type: none">• Three or more years of experience in counseling, social work, human resources, or mental health services.• One or more years of related experience in and Employee Assistance Program (EAP) position.
Education:	<ul style="list-style-type: none">• 2-year Associates Degree required (Experience maybe used in lieu of education. Additional experience required depends on level of education.)
License/Certification:	<ul style="list-style-type: none">• Certification as a Certified Social Worker (CSW). An equivalent combination of education and experience may be considered.• Must possess a valid State of Minnesota driver's license, reliable transportation, proof of insurance, and be eligible to drive under any other motor vehicle use policies applicable to the position.
Mandatory Knowledge, Skills, Abilities and Other Qualifications:	<ul style="list-style-type: none">• Experience coordinating multiple training events in a tribal government setting.• Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and evaluate)• Experience with e-learning platforms.• Knowledge of human behavior individual differences in ability, personality, and interests to assist in referral of necessary services.• Knowledge of principles and processes for providing personal services including needs assessment of employees and family members.• Knowledge of principles and methods for training design and instruction to develop educational sessions for employees and family members.• Skill in public speaking to provide training to groups of employees and managers.• Oral communication skills to effectively communicate information.• Written communication skills to effectively convey information and ideas in writing and develop effective educational materials.• Computer skills to use database, internet and word processing software to research, document and track referrals and case activity and create newsletters and other educational materials.• Service oriented to actively look for ways to help employees and managers.• Ability to provide counseling to employees and families for work/life problems.• Ability to perform a needs-assessment and direct employees to the appropriate resources.• Ability to develop training for employees and managers.• Ability to evaluate, analyze, and troubleshoot situations and provide effective intervention strategies.• Ability to provide services in a culturally sensitive manner.• Ability to diffuse high-tension or stressful situations.• Ability to maintain strict confidentiality.• Ability to establish collaborative working relationships with individuals at all levels of the organization including employees, managers, supervisors, directors, and elected officials.• Ability to work independently, identify priorities, manage multiple tasks, and change direction, as necessary.• Ability to build and maintain community partnerships with healthcare providers to ensure effective and efficient referrals.• Ability to deal well with others under stressful situations.• Proficiency with Word, Excel, Outlook, Power Point, and any other relevant software programs.• Professional telephone etiquette.• Knowledge of tribal government policies and procedures.• Knowledge of Bois Forte Tribal Government group health, dental, LTD, life benefits.• Excellent organizational skills.

EMPLOYEE ASSISTANCE PROGRAM AND TRAINING COORDINATOR

Position Description

- Ability to prioritize all assigned tasks and excellent attention to detail.
- Outstanding people skills.
- Strong problem-solving ability.
- Ability to apply a variety of management, supervisory, and leadership techniques to ensure effective and efficient operations.
- Knowledge and skill in operating a variety of multimedia equipment, computer systems, hardware, and relevant software applications.
- Ability to deal with a variety of highly confidential information, records, and sensitive situations in an effective manner.
- Skills in communicating with Tribal Council members and Directors, regarding program policies and procedures.
- Skill in gathering, compiling, and presenting information in oral and/or written form.
- Effective communication and people skills as applied to interaction with staff and organization leaders.
- Skill working in a diverse multi-ethnic, multi-cultural populations.
- Ability to work independently and build team members to accomplish program goals.
- Ability to analyze situations, develop solutions, and make independent decisions based on established guidelines.
- Must successfully pass a criminal background investigation.
- Must have excellent attendance and work ethic.
- Knowledge of the Bois Forte Band of Chippewa, the tribal government, and Native American culture.

PREFERRED QUALIFICATIONS

- Tribal Human Resources Professional Certification.
- Society of Human Resources Management Professional Certification.

WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
Mental demands:	There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois

EMPLOYEE ASSISTANCE PROGRAM AND TRAINING COORDINATOR

Position Description

Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.
Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com/employment to complete an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-6781, hrgeneralist@boisforte-nsn.gov Applications received after the closing date will not be accepted.