



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
britneyr@spiritlekenation.com

Job Title:	Assistant Program Manager	Open Date:	January 4, 2024
SI Program:	Spirit Lake Tiwahe	Close Date:	Until Filled

The Assistant Program Manager will provide operational support for the Tiwahe Program Manager

Major Duties & Responsibilities:

- Will assist with strategic community building and organizing techniques for the Tiwahe program.
- Assist with planning and coordination of community projects and activities.
- Assist with meeting set up and recordings.
- Assist with identifying goals, objectives, strengths, needs, barriers associated with families and communities.
- Will work with various groups which assist, promote, and enhance family life on Spirit Lake. This would include Social Services, Elders, Spiritual Leaders, IHS, Public Health, Mental Health, Educational Leaders, Housing, Police, Fire, Court, and those who service the population of the Spirit Lake Nation.
- Be active participant in various solution-based groups addressing issues facing children and families.
- Assist with preparation and organizing cultural activities in the community.
- May carry a small case load.
- Will assist in the development and implementation of the Tiwahe Initiative and other duties as assigned.

Qualifications, Experience and education required:

- BSSW degree preferred or an associate degree in social work or related field
- Ability to work independently (using professional judgment) and cooperatively with staff/community partners as a team member
- Strong interpersonal skills for working with families from diverse backgrounds (including, but not limited to, ethnic, religious, physical, and mental abilities, etc.)
- Strong organizational and communication skills.
- Have prior work experience related to community involvement and coordinating of projects
- Willingness to follow supervisory instructions.
- Maintain confidential records and files.

- Must have knowledge of history, culture, customs, and traditions of the Spirit Lake Nation and community.
- A good working knowledge of community resources
- Ability to operate a computer program and maintain electronic files
- Must have a positive attitude when working with clients, coworkers, and volunteers.
- Typical hours are 8:00am to 4:30pm M-F; have the ability to be flexible with work schedule as needed
- Must Possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving Policy
- Have reliable transportation

Job Role:	Social Work-Child Protect	Company Industry:	Spirit Lake Tribe
Department	Social Services		
Employment Status:	Full- Time	Supervision	Tiwahe Program Manager
Hourly Salary Range:	\$22.00	Manages Others:	N/A
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	mkeo@spiritlakenation.com or britneyr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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