



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[britneyr@spiritlakenation.com](mailto:britneyr@spiritlakenation.com)

<b>Job Title:</b>	<b>Case Aide</b>	<b>Open Date:</b>	<b>March 22, 2024</b>
<b>SLT Program:</b>	<b>Spirit Lake Social Services</b>	<b>Close Date:</b>	<b>April 5, 2024</b>

**Position Objective: This position provides supervision and care for children and parents, transporting of children and or parents to parental visits, day care, medical appointments and to other community resources. Case Aides provide assistance to the assigned case manager**

- Observes and monitors supervised visitations per visitation guidelines. Intervenes and /or redirects parents or children during supervised visitations to ensure safety of children.
- Supervises and provides transportation to and from child and parent visitations.
- Must be able to handle aggressive or upset children to maintain order and control.
- Must be able to work positively with clients, other agencies, and the public.
- Maintains contact with Caseworker, Supervisor and other professionals involved in the case to coordinate services. Receives assignments from Supervisor and or Caseworker for services to be provided to client.
- Makes referrals to protective services for children when abuse or neglect is suspected.
- Position maintains and keeps records of all case aide activities in computer system and provides reports of supervised visitations to Supervisor and Caseworker.
- Coordinates appointments between client and foster parents and keeps records of transportation services provided.
- Position requires an extensive amount of driving both in-state and out of state.
- As a mandatory reporter makes referrals to protective services for children when abuse or neglect is suspected.
- Position requires flexibility of or modified work schedule as required to meet job duties or assignments.
- This position spends 50-75 percent of time in the field conducting supervised visits, transports, home visits, and other ancillary functions as assigned by the case manager.
- This position may require some overnight travel to conduct transportation of children and parents, training, or meetings.
- Other duties as assigned by the director.

**Qualifications, Experience and education required:**

- Minimum High School Diploma or GED requirement
- Must be culturally sensitive to population in the service area.
- Must be able to work with the people collaboratively.
- Knowledge of child development.
- Knowledge of appropriate and various parenting methods and conflict resolution techniques
- Knowledge and use of extensive community resources and services.
- Write correspondence and memos

- Report documentation as required by program
- Effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization
- Proficiency in Microsoft Office
- Must possess a valid North Dakota Driver License with a clean driving record and have reliable transportation. Insurable under SLT driving policy.
- Must be willing to comply with a background check and testing.
- Must be able to work evenings.
- Must be willing to attend a 3-5 day certification training.

<b>Department</b>	Social Services	<b>Location</b>	Social Services Building
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	CPS Supervisor
<b>Grade:</b>	8	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Department	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:britneyr@spiritlakenation.com">britneyr@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	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.