



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

Job Title: Part Time

Transportation/Custodial

Open Date:

November 1, 2017

Position Objective: The Health Tracks/Early Childhood Tracking Program is a program that provides Health Screenings to the youngest children living on or near the reservation. This part time position requires someone interested in working with children and families. Person must be knowledgeable with all types of handyman capabilities and in keeping the program buildings sanitized at all times.

Major Duties & Responsibilities

- Responsible for all custodial services for Early Childhood Tracking, including property disposing of bio-waste materials.
- Responsible for Early Childhood Tracking grounds and building up-keep, including lawn mowing, snow removal, and garbage disposal.
- Responsible to perform minor repairs in all areas.
- Responsible for local transportation for children in Early Childhood Tracking to go to scheduled appointments when needed.
- Responsible to ensure regular maintenance of program vehicles is scheduled and completed.
- Heavy lifting required at times, especially moving file cabinets and furniture.
- Other duties as assigned by Program Director

Qualifications, Experience and education require

- High School graduate or GED, college coursework in related areas is helpful.
- Must have working knowledge of the Spirit Lake Dakota communities, culture and customs.
- Must be able to communicate with all staff and families.
- Must possess a valid ND Driver's license with proof of insurance.
- Must have general construction knowledge and ability
- Must be capable and willing to carry out all custodial duties
- Must be physically fit for heavy lifting if needed.
- Must be willing to complete training required by Early Childhood Tracking.

Submit applications to the SLT Human Resource Department. All applications must be complete to be considered. A complete application will consist of the tribal application, a complete resume, a copy of college transcript (official copy if hired), copy of valid ND license with proof of insurance, Tribal enrollment for Indian preference and/or Veteran's preference.

Job Role:

**Company
Industry:**

Spirit Lake Tribe

Exempt/Non-exempt

Closing Date:

November 17, 2017

Employment Status:	Part- time	Supervision	Reports to Director
Monthly Salary Range:	D.O.Q.	Manages Others:	N/A
Number of Vacancies:	1 part time	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
Application Procedure	<p>Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /Copy of college transcript/copy of valid driver's license with proof of insurance/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.</p>		