



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

**Job Title:**

**TIWAHE Case Manager**

**Open Date:**

**September 11, 2017**

**Position Objective: The Tiwahe Case Manager will provide a variety of direct family support services to support high risk families referred from BIA and Tribal Social Services. Will work as part of a team and coordinate services with other community service providers working with the family to ensure continuity of services.**

### **Major Duties & Responsibilities**

- Accept family referrals from Tribal Social Services and BIA Social Services.
- Acknowledge receipt of referral to Tribal Social Services and BIA Social Services within 24 hours of receipt of referral.
- Contact the family within 24 hours of referral to schedule an in-person meeting with the family.
- Complete initial family assessments which measure safety, stability and well-being.
- Assure needed services identified from the assessments are included in the case plans, are provided and are monitored during visits.
- Work with the family to develop case plan with specific outcomes for family members which mitigate risks to the family. Outcomes should address referral reasons, family identified needs and assessment results and list other agencies involved with the family.
- Engage and assist the family in overcoming barriers to achieving goals in their case plans.
- Develop and arrange community based services to support the family.
- Collaborate with other community service providers working with the family to ensure continuity of services and to prevent duplication of services.
- Assess the family strengths and needs to determine plan for services.
- Referring the family to needed services including referrals to the 477 program to achieve self-sufficiency and gain permanent employment.
- Assist the family to meet the Family Services Case Plan objectives by providing information, instruction and mentoring.
- Maintain contact with the family by conducting weekly scheduled and unscheduled home visits.
- Establish trusting relationships with the referred families.
- Implements case management and support services, per Family Services Case Plan. This includes assessment, case planning, monitoring and evaluation.
- Monitor service plan progress and evaluates reports from multiple service providers.
- Maintains complete file management and case documentation.
- Other duties as assigned by 477 Administrator.

**Qualification for Employment: the knowledge, skills, and abilities listed below are required to allow the employee to perform the duties listed above.**

**Knowledge, Skills and Ability Requirements:**

- Knowledge of Community Resources
- Knowledge of Interviewing Techniques
- Knowledge of Office Practices and procedures
- Ability to work with others and set appropriate limits and boundaries.
- Ability to work as a team member.
- An ability to organize and manage time in order to complete assigned tasks.
- Must have excellent communication skills both verbal and written for dealing with clients and outside agencies.
- Demonstrate the ability to maintain composure, think quickly and clearly in handling crisis interventions.
- Ability to deal with difficult client(s) in an effective manner.
- Must understand and be knowledgeable of the confidentiality requirements.
- Must have working knowledge of counseling, planning, monitoring client progress, goal setting, case plan development and networking with community based programs.

**Education required:**

**High School Diploma or GED equivalent required.**

**AA degree and two years' experience in the field social or health services.**

**Education requirements maybe waived, if there is adequate experience in social and health services or other like fields of employment.**

**Experience:**

**Two years' experience providing support services (case management, crisis intervention, family development) for at-risk families.**

**CERTIFICATES: Must possess a valid North Dakota Drivers' License.**

**PHYSICAL EFFORT: Must be able to travel to on or off Reservation locations.**

**WORKING CONDITIONS: Office, district and State settings.**

<b>Job Role:</b>	Case Manager	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>		<b>Closing Date:</b>	September 25, 2017
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Under the supervision of the Employment & Training Director

<b>Monthly Salary Range:</b>	<b>DOQ</b>	<b>Manages Others:</b>	None
<b>Number of Vacancies:</b>	One	<b>Classification: Exempt/Non-exempt</b>	
<b>Please Send Application to:</b>			
<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<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>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	<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 /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.</p>		