



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

Job Title:

General Assistance Case Manager

Open Date:

September 11, 2017

Position Objective: Case Manager will perform duties and responsibilities in providing assistance to eligible participants under the 477 program.

Major Duties & Responsibilities

- Assists prospective clients by providing General Assistance eligibility information.
- Schedules eligibility interviews, interviews applicants, and walk-ins on a daily basis.
- Conducts eligibility interviews in an office setting review and verify eligibility requirements.
- The GA Case Manager will review the application for completeness, verifies income and determines eligibility.
- Case staffing and enrollment of client to program.
- Development and finalization of Employment Development Plan's (EDP) with the participant, including identifying client's needs and barriers in become self-sufficient and develop a plan of services to meet those needs.
- Provides counseling, satisfactory progress monitoring and client advocacy.
- Determines budgetary needs of clients, obligates monies to meet the needs of the client's EDP, reconciles obligation quarterly and makes recommendations for budgetary modification per reconciliation analysis.
- Responsible for program services payments obligated per client EDP.
- Ensures case files are current and satisfactory progress reports reconcile with payments made to clients.
- Responsible for monitoring clients and modifications of client EDPs, based on client progress.
- Maintains complete file management and case documentation.
- Submits weekly reports to Director and assists with the end of year reporting.
- 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 of:

- The methods and procedures used in determining eligibility for services
- Community resources
- Interviewing techniques
- Office practices and procedures
- Services available within the 477 program

Skills to:

- Gather information through interviews and financial documents

Ability to:

- Analyze reports and a variety of documents.
- Perform mathematical computations and general office/clerical tasks.
- Learn rules and regulations required to determine eligibility.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Follow written and verbal instructions.
- Communicate effectively verbally and in writing.

Education, Experience and Training:

The knowledge, skills, and abilities listed above may be acquired through different types of education, training, and experience. An example of a typical way to acquire the qualifying knowledge and ability is listed below.

Education required:

H.S./G.E.D.

Experience:

2 years of interviewer/eligibility worker experience in a public entitlement program or an equivalent combination of education, training or work experience which demonstrates the ability to perform duties of this position.

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.

Job Role:	Case Management	Company Industry:	Spirit Lake Tribe Employment and Training
Exempt/Non-exempt		Closing Date:	September 25, 2017
Employment Status:	Full- time	Supervision	Under the supervision of the Employment & Training Director
Monthly Salary Range:	DOQ	Manages Others:	None
Number of Vacancies:	One	Classification: Exempt/Non- exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
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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 /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>		