



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

**Job Title:**

**General Assistance/Case Manager**

**Open Date:**

**November 14, 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.

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|---------------------------|---|--------------------------|---|
| <b>Job Role:</b>          | Interviewing prospective clients, determining eligibility, monitoring those determined to be eligible, maintaining a complete file & case documentation along with weekly reports for end of year reporting and other duties as assigned. | <b>Company Industry:</b> | Spirit Lake Tribe                               |
| <b>Exempt/Non-exempt</b>  |   | <b>Closing Date:</b>     | <b>November 21, 2017</b>                        |
| <b>Employment Status:</b> | Full- time  | <b>Supervision</b>       | Will work directly under the supervision of the |

|                                    |   |  |                                |
|------------------------------------|---|--|--------------------------------|
|                                    |   |  | Employment & Training Director |
| <b>Monthly Salary Range:</b>       | D.O.Q.  | <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>       | 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. |  |                                |