



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

<b>Job Title:</b>	<b>Foster Care Recruiter</b>	<b>Open Date:</b>	<b>March 12, 2021</b>
<b>SLT Program:</b>	<b>ICWA</b>	<b>Close Date:</b>	<b>April 12, 2021</b>

**Major Duties & Responsibilities:**

- Will promote the need for foster care on the Spirit Lake Nation through various methods which include publications, training, outreach, door-to-door, referrals from other agencies or community members.
- Will work with MIS and Human Resources to have forms on the Spirit Lake Nation Website.
- Will assure that all background checks are completed and no issues exist that would prevent adults from providing a safe and nurturing environment.
- Will conduct a minimum of four visits with the potential foster home.
- Will assure that the home has completed fire inspections, environments assessments, statements of good health, and all home study documentation.
- Will work with other staff and director to revise the Spirit Lake Tribal Social Services Foster Parent Handbook.
- Work with other staff to provide NATI foster parent training.
- Prepare the recommendations for the Director to present to the Social Welfare Advisory Committee and when complete prepare the necessary forms for the Tribal Chair's signature. When complete, send copies of the completed forms to the Regional Human Service Center and Benson County.
- Assist in the development of a Foster Parent Support Coalition, "relative rehab", and ongoing foster parent training.
- Participate in the Drug Addictive Infant Committee, Child Protection, and other committees appointed by the Director.
- Will assist and participate in recruitment presentations.
- Will complete all necessary documentation and quarterly time studies.
- Will assist other staff as time allows.
- Other duties as assigned.

**Qualifications, Experience and education required:**

- Qualifications: Two-year degree with a great understanding of traditional and cultural understanding of Dakota Culture and the Spirit Lake Community or a four-year degree in a human

service related field. Applicants must have a valid ND driver's license, car insurance, and a clean driving record over the past two years.

- Required Skills: Knowledge of Microsoft Office (Word, Excel, Outlooks, Internet), phone systems, copiers, and other office and Audio-Visual equipment, good interpersonal skills, and organizational skills.
- Must possess and maintain a current, active and unrestricted ND Driver's license through course of employment, insurable under SLT driving policy.

<b>Job Role:</b>	Recruiter	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>	Exempt		
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Spirit Lake Tribe Social Services Director
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept.	<b>Email:</b>	<a href="mailto:ndemarce@spiritlakenation.com">ndemarce@spiritlakenation.com</a> <a href="mailto:normar@spiritlakenation.com">or normar@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.