



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

<b>Job Title:</b>	<b>Case Manager</b>	<b>Open Date</b>	<b>September 11, 2019</b>
<b>Program:</b>	<b>Tribal Social Services</b>	<b>Close Date</b>	<b>October 8, 2019</b>

**Position Objective:** This position will provide or arrange for an array of services to children and families which are involved in the child welfare systems for the purpose of establishing reunification or permanency. The purpose of case management is to insure the safety, well-being, and permanence for all children.

**Major Duties & Responsibilities**

- Will be responsible for all federally required services for foster children, their parents, and the foster home.
- Will complete a family assessment for each child entering the foster care system
- Will conduct home studies for foster care, adoption, and court ordered home studies when assigned by the director.
- Will be responsible for maintaining case files in a systematic comprehensive way in order to thoroughly document progress of cases.
- Will participate in other community meetings and events.
- Will prepare and work with Tribal Court in all affidavits, testifying, and providing services appropriate with the case goal
- Will work with other staff to arrange sibling visits
- Will conduct site visits in the foster home and other appropriate locations (i.e. schools)
- Will develop a service plan with biological parents, guardians, relatives.
- Will arrange for services and follow up for parents and children.
- Other duties as assigned by the director.

**Qualifications, experience, and education required:**

- Applicants with a Bachelor's Degree in Social Work is preferred
- Or have a Bachelor's Degree in a Human Service Field
- Must have a clear understanding of family stressors, child abuse and neglect, and trauma informed care
- Must be able to work as a part of a team
- Must maintain strict confidentiality.
- Must be culturally sensitive to population in service area.

- Must possess a valid driver's license.
- Must be available on an emergency basis.
- Must be able to pass background check and drug testing.
- Must be willing to provide on-call services as assigned

**Preference will be offered to enrolled members of the Spirit Lake Tribe and will utilize TERO guidelines for hiring.**

<b>Job Role:</b>	<b>IV-E Case Manager</b>	<b>Department</b>	<b>Tribal Social Services</b>
		<b>Closing Date:</b>	10/8/19
<b>Status</b>	<b>Full-time</b>	<b>Supervision</b>	<b>Director of Social Services</b>
<b>Hourly Salary Range:</b>	<b>\$18 - \$23 P/H</b>	<b>Manages Others:</b>	<b>No</b>
<b>Number of Vacancies:</b>	<b>1</b>	<b>Classification: Exempt/Non- exempt</b>	<b>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> or <a href="mailto:normar@spiritlakenation.com">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

<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.
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