



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

Job Title:	In-Home Family Service Specialist	Open Date:	January 12, 2021
SLT Program:	ICWA/Social Services	Close Date	Until Filled

Major Duties & Responsibilities:

- Provide entry level social work and case management services to adults, children, and/or families with personal, social, health and economic needs.
- Provide culturally appropriate parent instruction and delivery of protective factors framework to tribal families on Spirit Lake.
- Provides strength based and solution focused support services to children and families who need such services.
- Provide ongoing assessment and eligibility determination for clients. Identifies risk factors, assess safety, conducts assessments, and makes home visits.
- Provides a wide range of services to address risk factors for foster care placement. Collects information about individual clients to evaluate and assess needs and barriers. Gathers information through interviewing, testing, counseling, and assessment instruments.
- Transports children and/or vulnerable adults, as needed. Provides supervised visitation between parents and children in agency custody. Work requires individual to drive a vehicle and travel away from normal duty station.
- Assess needs of child and family, develop measurable outcome-oriented goals, maintain services planning for child, reviewing through required weekly supervision.
- Conduct weekly home visits upon initial service period, with visits being reduced as determined through weekly supervision.
- Maintain filing systems as required. Completes client information forms and records. Ensures case files are accurate and up-to-date. Maintains and updates case files and schedules to track: court hearings, medical maintenance: vision, dental, physical. Education: IEP, attendance and grades, and activities. Medicaid number billing, IVE time studies.
- Services in staffing rotation to provide on-call services in all areas of children and family services.
- Communicates, cooperates, and coordinates with other service providers.
- Attend required trainings and meetings.
- Participate in staff development plan. Must complete Child Welfare Certification within 1st year of employment and obtain certification in Wraparound Training.
- Perform other duties assigned by program coordinator, supervisor, or agency director.

Knowledge, Skills, Abilities: To be considered for this position, applicants must meet the following requirements:

- Knowledge of the principles and practices of social work.

- Knowledge of methods and principles used to conduct intakes and provide comprehensive case management.
- Knowledge of trauma informed practices and the impact removals have on children. Ideal candidate understands that children need their families and should be raised by their own families whenever possible.
- Knowledge of child safety practices.
- Skill in decision making and problem solving and be non-resistant to change.
- Skill in interviewing, assess and evaluation clients' needs in a non-judgmental manner.
- Skill in interpersonal relations. Must be able to build relationships with clients served.
- Skill in oral and written communication. Must possess good organizational skills with sensitivity to details and confidentiality.
- Ability to partner with the family to develop a care/case plan.
- Ability to model appropriate discipline techniques and positive self-esteem building behaviors when working with the family.
- Ability to maintain a high level of confidentiality.
- Ability to demonstrate knowledge and respect of tribal culture and values of the tribal community.
- Ability to work effectively both independently and cooperatively with others as a team to develop the agency.
- Must be able to work flexible hours.
- Must be available to be on-call (after hours and weekends).

Qualifications, experience and education required:

- Bachelor's degree from an accredited university in Early Childhood Education, Social Work or related field and a minimum of one-year experience providing services to families; OR
 -Associate's Degree or equivalent in Early Childhood Education, Social Work, or actively pursuing a Bachelor's degree in Early Childhood Education, Social Work or related field AND two years' experience working with children and families; OR
 -High School Diploma/GED AND three years' experience working in Early Childhood Education/Home Visiting/Development with families.
- One-year experience working directly with Native American communities and tribal families preferred.
- Valid North Dakota Driver's License. Must maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT Driving policy.
- Must pass a background investigation, including relevant criminal history and a pre-employment drug test.

Job Role:	In-Home Family Service Specialist	Company Industry:	Spirit Lake Tribe
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Employment Status:	Full-time	Supervision	Program Director
Monthly Salary Range:	DOQ	Manages Others:	N/A
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	NDeMarce@spiritlakenation.com normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	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.
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