



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

Job Title:	Office Manager	Open Date:	January 6, 2020
SLT Program:	Early Childhood Tracking	Close Date:	January 31, 2020

Position Objective: To provide managerial support to the Nurse Supervisor, Education Coordinator and Director Will perform functions of Office Management to assist in vital areas of the office. Must be self-motivated, have leadership skills, and have knowledge of computer software programs pertaining to office management. Must maintain a professional image to the program’s medical/educational professionals, parents and children served. Must have knowledge of the Spirit Lake Tribe’s Community, Culture and Customs.

- Responsible to assist the Nurse Supervisor, Education Coordinator and Director in planning, organizing and directing activities to carry out the program’s goals and objectives
- Responsible for coordination of Health Track appointments, preparing required paperwork, compiling data and reporting the data to agencies
- Responsible for working with and maintaining rapport with families and children who are serviced by the Early Childhood Tracking Program.
- Responsible to schedule, organize, and complete documentation in regards to staff trainings/travel
- Assists in coordinating the schedules and activities for the Education and Nursing Departments
- Compiles paperwork for the Third-Party Billing coordinating with Tribal Billing Manager
- Completes Purchase Orders and assists to ensure payments and bills are paid in a strict timely manner
- Assist in collection of timesheets and ensures they are taken to Finance as directed
- Picks up and delivers mail for program at the minimum, daily
- Monitors office supply inventory and shops and/or places orders to ensure supplies are available
- Responsible for entering data on children using the Lifestream Data EHR – Electronic Health Records Database. Updates contacts on an on-going bases continuous basis.
- Other duties as assigned by Nurse Supervisor, Education Coordinator and/or Director

Qualifications, Experience and education required:

- Minimum of a Two-Year Associate of Science and/or 2-3 years of experience in Office Management
- Must have adequate transportation
- Must Possess and maintain a current, active and unrestricted ND Drivers license through course of employment, insurable under SLT driving policy with proof of insurance.
- Must be willing to complete all training required by Early Childhood Tracking
- Must be willing to travel overnight or for longer periods if required by the program

Submit applications to the SLT Human Resource Department. All applications must be complete to be considered. A complete application will consist of the tribal application, a complete resume, a copy of college transcript (official copy if hired) copy of valid ND license, Tribal enrollment for Indian preference and/or Veteran's preference.

Job Role:		Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision	
Monthly Salary Range:	DOQ	Manages Others:	
Number of Vacancies:	1 full time	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or 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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