



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

Job Title:	Program Manager	Open Date:	September 10, 2020
SLT Program:	Tiwahe	Close Date:	September 24, 2020

This is a full time benefitted position with the Spirit Lake Tribe. Position requires flexibility hours. Typical hours will be from 8:00a.m- 4:00p.m Monday-Friday. This position reports directly to the Tribal Council. The Program Developer's responsibilities will be directed to the overarching goal of transitioning Child Protective Services back to the Spirit Lake Tribe.

Major Duties & Responsibilities:

- Program developer will monitor the progress which is being made, identify the barriers which are slowing the process, and reports their findings directly to the Tribal Council.
- The Program Developer will utilize strategic community building and organizing techniques to engage the districts' stakeholders, Crow Hill, Fort Totten, St. Michael, and Wood Lake, the Tribal Council members, and Advisor Committee.
- Will identify goals and objectives, identify strengths-needs-barriers communities and families encounter.
- This position will identify the needs of other agencies and work with them to meet those needs.
- This position will work with communities and individuals which will lead the collaboration.
- Develop a District plan whit the address, promotes, and enhances opportunities, services, and reunification efforts for children in out-of-home placement.
- Will work with various groups which assist, promote, and enhance family life on Spirit Lake. This would include and is not limited to the Elders, Spiritual Leaders, IHS, Public Health, Mental Health, Educational Leaders, Social Services, Housing, Police, Fire, Court, and other providers of the services weather they are formal or involuntary services.
- Work with office reservation service providers which have a responsibility in service provision to the population of the Spirit Lake Nation.
- Work with Tribal Planning. Search out grants and other funding sources which will assist in reunification or the transitioning of the CPS program. Develop a funding strategic plan, present to Tribal Council.
- Be active participant in various program, planning, and solution based groups CPS Team meetings, Spirit Lake Coalition, Post-Natal Infant Group, and Foster Care Coalition addressing issues facing children and families.
- May carry a small case load
- Will assist in the development and implementation of the Tiwahe Initiative

Qualifications, Experience and education required:

- LSW preferred or four year degree or higher in another human service field.

- Must have experiences in the provision of foster care and systems which work towards reunification and a good working knowledge of community resources
- Must Posses and maintain a current, active and unrestricted ND Drivers License through course of employment, insurable under SLT driving Policy

Job Role:	Social Work-Child Protect	Company Industry:	Spirit Lake Tribe
Department	Social Services		
Employment Status:	Full- time	Supervision	Tribal Council
Hourly Salary Range:	\$17.00 to \$29.00	Manages Others:	N/A
Number of Vacancies:	one		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	NDeMarce@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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