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

Job Title:	Program Manager	Open Date:	November 17, 2021
SLT Program:	Recovery & Wellness	Close Date:	Until Filled

Position Objective:

Major Duties and Responsibilities:

- Supervise and direct all staff according to the Spirit Lake Tribe Personnel Policies

- Review each employee's job performance on a yearly (or more often if necessary), and make recommendations to Tribal Health Director and Human Resource Director regarding employee advancement and retention

- Interview, hire and terminate employees according to the SL Tribe Personnel Policies with advice and consent from Tribal Health Director, Human Resource Director, and other staff as appropriate

- Direct and supervise all program activities related to the overall coordination and planning of program goals and objectives

- Ensure completion of all weekly, monthly, quarterly and yearly reports as required

- Knowledge of the P.L. 93-638 contracting, IHS Chapter 18 standards and guidelines. ND State Licensing Standards and other policies and regulations relating to the 638 contract

- Perform chart audits and file reviews on a quarterly basis to be consistent with North Dakota State standards and IHS Chapter 18 Standards

- Schedule, facilitate and conduct monthly staff meetings

- Develop staff work schedules and assign responsibilities to ensure all treatment program services are being provided as indicated in the Scope of Services

- Periodic review of treatment group curriculum, use of materials, video, DVD, books, and other material used in the curriculum

- Provide leadership in advocating facilities addiction treatment services and responsible for training or identifying training for all professional and supportive staff

- Monitor monthly budget status and make the necessary modifications as needed

- Develop a plan for orientation and training for Wowakiya Tipi residential staff

- Oversee program development and management to ensure the delivery of services in the residential program and adherence to ND State Licensing Standards, IHS Chapter 18, Medicaid regulations, and other required policies

- Ensure proper medication protocol and documentation per ND Stat Licensing standards and other required policies

- Develop written policies, procedures and practice for continuous quality improvement for the SL Recovery & Wellness Programs, out-patient, intensive out-patient, residential facility and overall programs

- Preparing the residential facility budget and managing expenditures according to the residential facility's budget limitations

- Assessing the residential facility operations and programs. Identifying the problem areas and assist with correcting the deficiencies and implement qualify improvement efforts

- Ensure the safety, health and welfare of staff and the clients at all the times in related to the recent COVID-19 pandemic, and other health related concerns

- Responsible for coordinating the two TOR Grant for the FY2019/2020 and 2020/2022, supervision, budget control, ensuring the goals and objective of the grant are met and the reporting process

- Establish annual goals and objectives for the program

- Direct personnel services to achieve quality client care

Qualifications, Experience and Education required:

- Graduate from an accredited college or university, with a Bachelor's Degree in Addiction Counseling, Social Work, Human Resources or related field of study

- Experience in Substance Abuse treatment program and experience working with families in need of treatment services

- Maintain the highest ethical and professional standards as to clients and employees based on the Professional Code of Ethics

- Ability to avoid all dual relationships with clients (any persona, financial, business, social or other activity outside the context of the traditional therapist-client relationship)

- Meet all state and federal laws, regulations, and guidelines in provision of client services

- Excellent written and verbal communication skills. Critical thinking and creative problem-solving skills.

- High level of computer skills and knowledge of computer software word processing programs

- Ability to work independently, and prioritize the workload and level of initiative

- Possess a strong background in leadership with human skills

- Knowledge in business administration or other related human service field

- Valid driver's license and proof of liability insurance required; must be insurable under SLT's driving policy

- Must have current CPR, AED and First Aid certification

- Must have a minimum of two years of sobriety and two years drug free. Employee will be subject to random drug testing during employment

- Required to have an updated annual checkup

- Required to participate in workshops such as Universal Precaution, Ergonomics training, stress management and other Tribal Health mandatory trainings

- Indian preference and experience in working with Native Americans

Job Role:	Program Manager	Company Industry:	Spirit Lake Tribe – Recovery & Wellness Program
Employment Status:	Full-time	Supervision	Tribal Health Director/Planner
Monthly Salary Range:	DOQ/DOE	Manages Others:	Yes
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	katerid@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	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.		