



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

Job Title:	Research Assistant	Open Date:	November 21, 2019
SLT Program:	SL Tribal Health	Close Date:	December 5, 2019

Position Objective: This position is responsible for assisting with research for the Strong Heart Study Phase VII for the Spirit Lake Nation.

Major Duties & Responsibilities

- Recruit and re-consent Strong Heart Study participants.
- Assist in community engagement activities.
- Perform and facilitate outreach activities on Spirit Lake Nation.
- Participate in Strong Heart Study meetings as required.
- Processes incoming and outgoing correspondence at the Spirit Lake Office location.
- Maintains appropriate records to comply with federal requirements.
- Participate in Strong Heart Study required training.
- Answers and screens telephone calls and directs them to appropriate project staff.
- Performs all other duties as assigned.
- Travels to other Dakota Field Center sites as needed.

Qualifications, Experience and education required:

- Attention to detail and organizational skills.
- A community member of Spirit Lake Tribe.
- Ability to travel as needed.
- One (1) year of administrative office support experience sufficient to understand the major duties of the position, and to be able to answer questions and resolve problems. Experience in a clinic setting is preferred.
- Knowledge of HIPAA and the Privacy Act of 1974.
- Knowledge of modern office practices and procedures.
- Knowledge of the correct and effective use of English, including grammar, spelling, and punctuation.
- Knowledge of tribal and department's policies and procedures.
- Knowledge of computers and job-related software programs.
- Knowledge of customer service principles.
- Ability to work with personal computer.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.

- Skill in prioritizing and organizing work, and maintenance of files and records.
- Skill in the provision of customer services.
- Skill in the use of such office equipment as a computer, scanner, fax machine, and copier.
- Skill in oral and written communication.
- Must possess and maintain a current, valid, active and unrestricted ND driver's license throughout the course of employment.
- Must successfully pass a criminal and background check, and a pre-employment drug screen.

Job Role:	Research Assistant	JD#	3
Employment Status:	Full- time/6 months with potential for extension depending on funding	Company Industry:	Spirit Lake Tribe
Monthly Salary Range:	DOQ	Supervision	Strong Heart Study project coordinator/SL Tribal Health Director
Number of Vacancies:	1	Manages Others:	No

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Emil:	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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