



Spirit Lake Tribe  
P.O. Box 359  
Fort Totten, North Dakota 58335  
[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)

<b>Job Title:</b>	<b>Resident Technician</b>	<b>Open Date:</b>	<b>March 25, 2022</b>
<b>SLT Program:</b>	<b>Recovery &amp; Wellness</b>	<b>Close Date:</b>	<b>Until Filled</b>

**Position Objective: Supervise and monitors residential clients in all daily aspects of the residential treatment program. Coordinate daily schedules and duties/activities of the residents and maintain complete and accurate program records and forms.**

**Major Duties and Responsibilities:**

- Residential Monitoring by keeping daily logs on clients and field surveillance.
- Administers and monitors client medication, recording notations in client medication log.
- To be keenly aware of client behavior with appropriate documentation either positively/negatively. If warranted clients are to be cited and given a fraction with the client signing the Infraction Form and faxed onto the Clinical Staff for concurrence.
- Maintain client and program records in accordance with applicable standards and regulations.
- Interact appropriately with any and all visitors, family members, and other individuals.
- Administer random alcohol and drug testing of clients.
- Assist in new resident orientation (resident policies and procedures). Complete intake/orientation of new residents after hours.
- Attend meetings as appropriate and meet regularly with Clinical staff to exchange pertinent information on residential clients
- Carry out responsibilities pertaining to the efficient and therapeutic operation of the facility, including all events, activities and outings, utilizing safety management, emergency procedures and non-violent crisis intervention. Manage crisis and emergency situations involving residents.
- Interact with clients in a confidential, therapeutic, and responsible manner maintaining a high level of ethical conduct.
- Monitor clients during chores and inspect rooms on daily basis for cleanliness.
- Comprehend and abide by Federal confidentiality laws and HIPAA Requirements.
- Conduct room searches for contraband routinely.
- Assess and direct crisis call to appropriate agencies (detoxification or other emergency concerns)
- Monitor intoxicated residents until help arrives.
- Monitor client phone usage with phone log, ensuring resident compliance with telephone policy.
- Transport residents to and from appointment, groups and other planned activities. Keep transportation logs and adhere to residential transportation policy.
- Maintaining daily resident meal count, record with notation of meals consumed for Breakfast, Luncheon, Dinner, and Snacks.
- Maintain building security, and handle emergency procedures in times of weather concerns.

- Building and Grounds security. Routinely check the grounds area and make sure the Vans are locked after each usage. Routinely check for broken windows, damage fixtures, plumbing problems, and other needed repairs. Complete the maintenance forms as needed.
- Perform other duties as assigned.

**Qualifications, Experience and education required:**

- Must possess a High School Diploma and/or GED. Prefer at least two years of college but not required.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver’s license throughout the course of employment, insurable under SLT driving policy and proof of liability insurance is required.
- Must have current First Aid, CPR and AED Certification, training will be provided if employee does not have certification.
- Must adhere to the Federal Law of Confidentiality Act 42, CFR Part 2 and the Health Insurance Portability and Accountability Act (HIPPA) standards.
- Demonstrate moderate level of written and verbal communication skills.
- Ability to prioritize and commit to work schedules. Must be able to work rotating shifts Monday thru Sunday (8am to 4pm, 4pm to 12am, and 12am to 8am).
- Must be motivated and passionate about helping clients overcome issues related to substance abuse and recovery.
- Must abide by SLN Recovery & Wellness Confidentiality policy and signed the agreement.
- Must comply with Spirit Lake Tribe personnel policy and procedures manual. All employees are expected and required to follow the SLT Ethics policy.
- Individual must have a minimum of two years of sobriety and remain alcohol and drug free. Employees will be subject to a drug test prior to employment and random drug testing during employment.
- Knowledge of human service field and residential treatment would be helpful but not a requirement. Must have a willingness to learn through on-the-job training, workshops, and other required training.
- Knowledge of substance abuse/addiction issues or related work experience will be beneficial.
- Follow all safety rules and procedures for the work area.

<b>Job Role:</b>	Residential Coordinator	<b>Department:</b>	Spirit Lake Tribe
<b>Employment Status:</b>	Full-Time	<b>Supervision:</b>	Program Manager
<b>Monthly Salary Range:</b>	\$15.00	<b>Manages Others:</b>	
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:katerid@spiritlakenation.com">katerid@spiritlakenation.com</a> or <a href="mailto:normar@spiritlakenation.com">normar@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota

<b>City:</b>	Fort Totten	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	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.		