



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

<b>Job Title:</b>	<b>Director</b>	<b>Open Date:</b>	<b>December 23, 2019</b>
<b>SL Program:</b>	<b>Senior Services</b>	<b>Close Date:</b>	<b>January 13, 2020</b>

**Position Objective: This position provides overall administration of the Spirit Lake Tribe's Senior Service Program.**

### **Major Duties & Responsibilities**

Search for and apply for AARP & C. CAP grants, ECT. which will improve the services to the elderly population of the Spirit Lake community.

The Senior Services Director is responsible for the supervision of all program staff, and training of all staff and staff development for the employees of the department to better serve the elderly population of the Spirit Lake Community.

Enter into agreements with other tribal and non-tribal programs to avoid duplication of services.

Coordinate elder's day out and schedule speakers with the assistance of the chairman of the elderly board.

Be involved in all activities involving the elderly population of the Spirit Lake Community.

Maintain and upgrade all facilities of the Spirit Lake Tribe Elderly Program.

Conduct staff and employee meetings to insure program updated and employee issues are presented and resolved at this time.

Responsible for the collection of all program data and reporting to maximize funding sources. The applicant will be responsible for annual budgets and monitoring of all program expenditures.

Develop monthly menu and be in compliance with the nutrition guidelines. Must conduct weekly visits to the food preparation site.

Provide guidance and supervision for the cook in menu/meal preparation and ordering of needed food and supplies. Work with vendors' to determine quantity of food to be purchased; order food and supplies as needed.

The program director is responsible for approval of all timesheets, accounts payable requests and purchase orders.

The program director will be responsible for providing guidance to the driver to ensure meal delivery and vehicle maintenance to assure operation standards.

Perform other duties as directed.

### **Qualifications, Experience and education required.**

- Knowledge of the Spirit Lake reservation communities, culture, tradition, and Language.
- Experience in working with elderly on the reservation.

- Experience in managing workstations and personnel of tribal elderly programs funded by Federal, State, and Tribal (EDF) sources.
- Ability to work independently and or with a group.
- Must have strong verbal, writing, and organizational skills.
- Computer knowledge is required. Applicant must have knowledge in Microsoft Office. Applicant must be fluent with Microsoft Excel in order to comply with financial reporting requirements. Must be able to report to funding agencies online.
- Prefer Bachelor’s degree of education with above work experience.
- Knowledge of the policies and procedures of Spirit Lake Tribe.
- Applicant must have knowledge of general accounting principles and a strong background in accounting and budgeting.
- Must Possess and maintain a current, active and unrestricted ND Driver’s License through course of employment, insurable under SLT Driving policy.
- Must pass Tribal, state, and federal background check.
- Must pass pre-employment drug testing.

<b>Job Role:</b>	Director	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>	Non-exempt		
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Spirit Lake Tribal Council
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	one	<b>JD #</b>	SS12302014

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:NDeMarce@spiritlakenation.com">NDeMarce@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, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<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.
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