



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

Job Title:

Social Worker

Open Date

April 20, 2017

- Will be responsible for activities surrounding Tribal social services foster home and foster program.
- Will conduct investigations regarding sexual abuse, physical abuse, neglect and educational neglect and make referrals to appropriate agencies.
- Will conduct home studies for foster care, adoption and court ordered home studies.
- Will be responsible for maintaining case files in a systematic comprehensive way in order to thoroughly document progress of cases.
- Will participate in child protection team meetings and other community meetings.
- Will arrange for services for children and families, and follow up on recommendations.
- Other duties as assigned by the Director.

Qualifications, Experience and education required:

- Must have a minimum of a two-year degree in a human service related field or experience.
- Excellent computer skills have internet and understanding of how to use both.
- Must be culturally sensitive to population in the service area.
- Must be able to work with the people collaboratively.
- Must possess a valid North Dakota Driver License with a clean driving record and have reliable transportation.
- Must be willing to comply with a background check and testing.
- Must be able to work evenings and be available on an emergency basis.

Department	Social Services	Location	Social Services Building
Employment Status:	Full-time	Supervision	Director
Hourly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	One	Closing Date:	May 5, 2017 at 4:00 p.m.

Please Send Application to:			
Name:	Spirit Lake Human Resource Department	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	Fax:	701-766-1272
JD-SS042017			
Application Procedure	<p>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.</p>		