



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

Job Title:

Social Worker

Open Date:

February 27, 2018

Position Objective: The purpose of this position is to provide Social Work and Home and Community Based Case Management services, providing specialized assistance to the Spirit Lake Nation elderly and disabled individuals, and for others residing within the area, who require help to obtain and coordinate resources and essential services. This would allow individuals to remain in their own homes/communities in a respectful, culturally appropriate and cost-effective manner. The essential services would also delay or prevent institutionalization and ensure the health, welfare and safety needs of the individual are met.

This position is located at the Spirit Lake Senior Services Office.

Major Duties & Responsibilities: The duties and responsibilities include, but are not limited to:

- Provision of case management with the implementation of in-home services, including ongoing monitoring services
- Accepting and screening referrals for services to individuals who are elderly and/or disabled
- Completion of the assessment process and paperwork, in a face to face visit with the client in their home
- Assessing physical status, cognitive and emotional function, ADL's/IADL's, living environment, financial status, need for supervision, social participation, adaptive equipment, and informal supports of individual to determine program eligibility
- Develop a plan of service with the client, while assisting the client in obtaining authorized services and resources in accordance with program requirements
- Submit required forms to the Department of Human Services for processing
- Enter client data into SAMS system
- Complete monitoring and needs assessments in accordance with program requirements to ensure quality and adequate services are provided
- Maintain case records for planning, service coordination, program compliance and legal action
- Maintain client confidentiality
- Attend required program training and /or other staff development opportunities
- Travel is required for the performance of job duties
- Individual may be required to work non-traditional hours
- Supervision of (DCA) Direct Care Associate staff include, but are not limited to, the following: Individual DCA contact weekly, or as needed, for case assignment/case review, to ensure quality client service provision; Correct /timely completion/submission of required paperwork and individual time sheets; Community Based Programs, MACF Project, and other services; Receive DCA input regarding program and client needs; Provide and/or arrange for individual and/or group

continuing education, to ensure continuation of required competencies; and completion of individual DCA annual job performance evaluations.

- Report Abuse and Neglect
- Provide Information and Referral Services
- Provide Community Education
- Develop and maintain effective working relationships with all sectors of the Spirit Lake Nation
- Resource Networking
- Assist with planning and implementation of the “Native Aging in Place Project-Long Term Services and Supports” (NAPP-LTSS project under the direction of SLT Senior Services Director and supervision of the MACF Program Assistant Manager
- Meet with Senior Services Director and Assistant Program Manager and MACF team weekly to plan activities to meet project objectives and to review progress towards goals

Knowledge, Skills, Competencies:

- Professional knowledge of social work principles and practices
- Knowledge of additional essential services, financial resources, eligibility guidelines and service providers

Qualifications, Experience and education required:

- Current licensure as a Licensed Social Worker (LSW) by the North Dakota Board of Social Work Examiners in accordance with (NDCC-43-41)
- Minimum of a Bachelor’s Degree in Social Work (BSW) or a Masters’ Degree (MSW), licensed by the North Dakota Board of Social Work Examiners as an LSW in accordance with (NDCC-43-41)
- One year of professional human service experience as a social worker in a Tribal, public or private sector, primarily working with the elderly and/or disabled, is preferred, but not a requirement

Additional Requirements:

Adhere to:

- Spirit Lake Tribal Policies and Procedures
- ND State policies and procedures for the Qualified Service Provider Agency requirements
- Individual must have a valid North Dakota driver’s license with a clean driving record, and a reliable vehicle with adequate auto insurance coverage
- Individual must successfully complete a standard background check, a Tribal background check as an enrolled member and a criminal record check

Job Role:	LTSS Social Worker	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt	Non-exempt	Closing Date:	Until filled
Employment Status:	Temp Part-Time 10 hours per week	Supervision	Senior Services Director

Monthly Salary Range:	\$25-\$28 in accordance with MACF	Manages Others:	Yes
Number of Vacancies:	one	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	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
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.		