



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

Job Title:

Program Coordinator

Open Date:

February 12, 2018

Position Summary: The Spirit Lake Work Release, Community Service and Drug Testing Program (Program) Coordinator (Coordinator) receives direction and guidance from the Spirit Lake Tribal Court (Court) and will fall under the supervision of the Court Administrator. The Coordinator will be responsible for the daily operations and management of the Program. Operations and management shall include developing policies and procedures, developing and overseeing a program budget and other necessary financial aspects of overseeing the Program and potentially expanding the Program.

Major Duties & Responsibilities

- Day of day operations of the Program following established Program policies
- Establish and maintain suitable community service worksites based upon offender age, capacity and obligation(s).
- Establish working relationships with Participants, site supervisors/employers, the Court, the Tribe, the Fort Totten Police Department (FTPD) and other necessary agencies/organizations.
- Monitor and report Participant compliance to the referring division of the Court.
- Collect assessed Participant Program fees (if necessary) and properly account for Program fees and expenses in compliance the Court's existing financial protocols.
- Maintain caseload records and provide regular monthly reports to the Court.
- Identify and resolve problems related to worksite and Participant performance.
- Assist in prior and ongoing assessment of Participant risk to the Spirit Lake Tribal Community (Community) in placements.
- Report Participant progress to the Court.
- Occasionally supervise Participants at community worksites.
- Work to resolve transportation, work and other issues with Participants.
- Coordinate and conduct drug and alcohol screening of Participants, preserve and forward samples for laboratory analysis and disseminate results to the referring division of the Court.
- Prepare and make presentations to the Community when necessary.
- Develop and use Program forms when necessary.
- Complete Program injury claims to the insurance provider.
- Stay informed of new and innovative testing methods and community service efforts.
- Complete on-site compliance and employment verification checks for work release Participants.
- Assist Court and FTPD staff with Program compliance and drug and alcohol screening collection and preservation procedures.
- Attend Court meetings and other Program related meetings.

- Complete other assigned duties as outlined in the developed Program policies and procedures or as assigned by the Court Administrator.
- Ability to communicate orally and in writing earlier outlined parties.
- Ability to advise and interpret how to apply Program policies, procedures and standards to specific situations.
- Ability to develop, utilize and interpret a variety of data and informational sources such as referral forms, caseload reports, worksite reports, annual reports, computer manuals, Program policies, procedures and guidelines.
- Ability to gather, compile and distribute Program statistics to the Court and other necessary parties.
- Ability to use reasoning, rational judgment and common sense in performing work activities, duties and responsibilities.
- Ability to exercise the required decisiveness and creativity in work situations.
- Ability to exert moderate physical effort in a sedentary to light work setting.

Qualifications, Experience and education required:

- An Associate Degree or one year of social service, employment counseling, law enforcement, criminal justice or related experience is preferred.
- Basic knowledge of Microsoft Office or similar software and the ability to type at a proficient pace.
- Basic Knowledge of financial bookkeeping.
- Ability to perform office correspondence via fax, email and phone.
- Ability to develop the necessary database and/or spreadsheet tools for reporting and tracking purposes.
- At least some combination of education and experience that provide assurance that the Applicant possess the equivalent knowledge, skills and abilities to carry out the duties and responsibilities of the Coordinator.
- Must possess valid driver’s license, good driving record, and be insurable or bondable by the Tribe’s Insurance carrier.
- No felony convictions. Must be willing to submit to a tribal, state, and federal background check.
- Must be of high moral character and integrity.
- Must adhere to a strict confidentiality policy.

Job Role:	Community Service	Company Industry:	Spirit Lake Tribal Court
Exempt/Non-exempt		Closing Date:	February 26, 2018
Employment Status:	Full time (40 hours/week) March 1 through October 1. Full time (32 hours/week) November 1 through February 28.	Supervision	Judicial Administrator

Monthly Salary Range:	\$17.00/ hour	Manages Others:	No
Number of Vacancies:	One	Classification: Exempt/Non-exempt	
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
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.		