



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

**Job Title:**

**Social Services Director**

**Open Date:**

**March 21, 2017**

**Position Summary:** Applicant will be responsible for annually planning, organizing and implementing a comprehensive Social Service Program, Child Welfare, Family Preservation and miscellaneous services to qualified Indian families, children, and individuals living on the Spirit Lake Reservation and near reservation areas identified in the federal register.

**Major Duties:**

- Will administer Program in corporation with other Human Service agencies providing services to Indian families and children, including schools and courts.
- Will submit a yearly work plan to the Tribal Council and Tribal Welfare Committee for their review, modification, and approval
- Will conduct at least one informational meeting in each district
- Will identify issues and resolution to problems which prevent the transition of programs back to the tribe
- Will work with the Casey Family Program and ND Native American Training Institute in forwarding training and planning strategies promoted by the Tribal Council
- Will support with planning with other agencies efforts on improving services to children and families
- Will ensure that all documentation is complete so that funding is secured
- Will work with state and federal agencies so that more services are available for child and families and especially funding for reunification of families
- Work with BIA to identify the process steps in transitioning CPS back to Spirit Lake Nation review plan with Tribal Council and Tribal Welfare committee for revision, modification, and approval
- Work with the Tribal Social Service Coalition
- Participate in CFP and MDT Meetings
- Guide the process of developing a Tribal Foster Parent Manual
- Guide, participate, and assist in the development of "business mapping"
- Assist in the data collection and writing of Tribally approved grants
- Have knowledge of or be willing to learn the federal, state, and tribal governing laws and regulations.
- Supervise a staff of professional and paraprofessional of seven or more individuals creating a Welfare Committee.
- Must also provide a monthly report to the Welfare Committee.
- Applicant must identify development and training needs of all staff, and must be willing to learn team dynamics & provide training as needed.

- Applicant must do & complete an annual evaluation of all employees/staff.
- Must also prepare quarterly & annual budget reports for funding agencies, monitors the use of program funds to ensure that they are used in an appropriate and acceptable ways.
- Plans new programs, develops proposals and seeks funds and/or grants for community projects.
- Other duties as assigned by the Tribal Council and/or Welfare Committee.

**Qualifications:**

- Must have a Bachelor’s Degree in social, human service or behavioral sciences or related field.
- Must have an active and unencumbered license as a social worker (LSW) in the state of North Dakota.
- Must submit to a pre-employment drug screen and background check must be conducted in accordance with PL101-630, Section 408 (a), prior to employment.
- At least five (5) years’ experience in the delivery of human services with direct client services.
- Familiarity with PL-95-608, the Indian Child Welfare Act (ICWA) and Juvenile Court proceedings.
- Knowledge, experience and special interest in Native American Culture.
- Able to provide direct supervision and training to staff members.
- Must have strong verbal, writing and organizational skills.
- Ability to maintain confidentiality.
- Must have conflict management skills.
- Must have a Valid Driver License and be insurable under the Tribe’s insurance policy.
- Must have acceptable work history.
- Five years’ experience in Tribal Administration or Management position.
- Prefer Bachelor’s degree of education with above work experience.
- Knowledge of Spirit Lake Tribe Personnel Manual and the Spirit Lake Elderly Board of Director’s Charter.
- Visibility requires maintaining a professional appearance and providing a positive image to the public.

<b>Job Location:</b>	Spirit Lake Tribal Social Services Building	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Job Role:</b>	Director	<b>Closing Date:</b>	<b>Open until filled</b>
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Spirit Lake Tribal Social Services
<b>Monthly Salary Range:</b>	Negotiable/DOQ/competitive	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	One		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	slthr@spiritlakenation.com
<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

**JD# SOSR02172017**

**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.