



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

**Job Title:**

**Investigator - CPS**

**Open Date:**

**August 3, 2018**

**Position Objective: Children and Family Services Child Protection Services (CPS) Investigator shall investigate all claims of child abuse and neglect to assure the protection of children. The Investigator will work under the supervision of the Child Protection Services Supervisor, who will provide direction and conduct performance evaluations.**

### **Major Duties & Responsibilities**

- Responds to allegations of abuse and neglect.
- Conducts preliminary interviews; document relevant information and complete required investigation forms.
- Completes investigative reports and takes necessary steps to protect children.
- Coordinate forensic investigations and assessments.
- File children's court petition in accordance with Tribal court process.
- Maintains investigative files and records.
- Collaborates with community partners (Law Enforcement, Tribal/Federal prosecutor's office, Tribal Court and Federal Investigators) for the benefit of children.
- Perform other duties as assigned with the scope of Child Protection Services.

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

- Two (2) year degree in Social Science or related field with two (2) year's work experience within Social Services, Investigative Capacity or Community based program providing services to at-risk populations. In lieu of minimum educational requirement will consider qualifying experience. Qualifying experience means high school diploma/GED with five (5) year's work experience within Social Services, Investigative Capacity or Community based program providing services to at-risk populations.
- Excellent computer skills with strong emphasis on Microsoft Office (Word, Excel, Access) Programs.
- Efficient operation of office equipment (copy and fax machines, printers, and telephones).
- Sound written and verbal communication skills.
- Valid Driver's License and meet insurability requirements.
- Valid Driver's License and meet insurability requirements.
- Pass a background check that includes fingerprinting and a child abuse and neglect screening in accordance with applicable law and regulations.

### **Job Requirements:**

- Understanding of Child Welfare System and knowledge of SLT Tribal Children's Code, Tribal, State and Federal agencies and court procedures.

- Maintain flexibility and energy to meet unpredictable nature of the job.
- Demonstrate strong work ethic and organizational skills with special attention to detail.
- Demonstrate skills in managing emotionally charged situations/crisis/stressful conditions with empathy and professionalism.
- Must sign and uphold a Confidentiality Statement and understand the penalties for any violations.
- Perform in an unbiased and objective manner when working with families.
- Maintain a positive working relationship with clients, coworkers, and community resources.
- Carry out both verbal and written instructions and request clarification when needed.
- Participates in Child Protection Team meetings.
- Understanding of Native American Culture.
- Work on an "On Call" Schedule and transport clients.

**Notice: Selected candidate(s) for the Spirit Lake Tribe positions are subject to alcohol and drug testing. Failure to adhere to and successfully pass the alcohol and drug testing will be cause for revocation of job offer.**

<b>Job Role:</b>		<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-example</b>		<b>Closing Date:</b>	<b>August 17, 2018</b>
<b>Employment Status:</b>	Full-time	<b>Supervision</b>	Children and Family Services Supervisor
<b>Monthly Salary Range:</b>	DOQ	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Tribal Social Services	<b>Email:</b>	<a href="mailto:slthr@spiritlakenation.com">slthr@spiritlakenation.com</a> <a href="mailto:slss-dir@gondtc.com">slss-dir@gondtc.com</a>
<b>Address:</b>	P.O. Box 97 P.O. Box 39	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-766-4404	<b>Fax:</b>	701-766-1272 or 701-766-4722

<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.
------------------------------	---