



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[britneyr@spiritlakenation.com](mailto:britneyr@spiritlakenation.com)

**Job Title:**

**Tiwahe Case Manager**

**Open Date**

**January 24, 2024**

**Program:**

**Tiwahe**

**Close Date:**

**Until Filled**

**Position Objective:** Tiwahe case management duties include case planning, referrals, transportation to services, and direct service support for families or individuals.

### **Major Duties & Responsibilities**

- Accept referrals and provide direction for the development and monitoring of a “goals and objectives plan” specific to client case plan.
- Provide follow-up on all referrals.
- Complete a strength-based case plan outlining specific needs to client.
- Engage and assist the client in overcoming barriers to achieving goals in their case plan.
- Refer participant to appropriate community services.
- Maintaining case files and schedules.
- Support clients in maintaining a drug-free and healthy lifestyle.
- Maintain documentation and records as required and in a timely manner.
- Collect and preparing monthly program activity reports.
- Collaborate and coordinate with other service providers, districts, and community members as appropriate.
- Attend staff meetings with related tribal and state agencies.
- Will develop and arrange community-based services and events to support families and individuals.
- Help conduct parenting classes.
- Provide community and school outreach on behalf of the program.
- Must follow all client confidentiality policies and HIPPA Regulations
- Commitment to work as part of a team.
- Commitment to attendance and punctuality
- Other tasks as assigned by supervisor

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

- Associate’s Degree in Social Work or currently working on social work degree with work experience will be considered.
- Strong interpersonal skills for working with youth and families from diverse backgrounds (including, but not limited to, ethnic, religious, physical, and mental abilities, etc.)
- Demonstrates ability to work with other professions effectively.
- Have knowledge of local and surrounding resources.
- Commitment to empower families to make informed decisions.
- Must have a positive attitude when working with clients and coworkers.
- Ability to be flexible in work schedule.

- Have technical skills in operating Microsoft Office programs and maintaining files.
- Experience in case management direct services to children/youth and their families.
- Strong communication and organizational skills.
- Demonstrate good organizational abilities, initiative, and willingness to follow supervisory recommendations.
- Must have knowledge of history, culture, customs, and traditions of the Spirit Lake Nation and community.
- Ability to organize and plan youth, family and community activities and events.
- Must possess and maintain a current, valid, active and unrestricted North Dakota driver's license throughout the course of employment, insurable under SLT driving policy
- Willingness to travel as needed.
- Reliable transportation.

<b>Job Role:</b>	Tiwahe Case Manager	<b>Company Industry:</b>	Spirit Lake Tribe
<b>Exempt/Non-exempt</b>			
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Tiwahe Program Manager
<b>Grade:</b>	10	<b>Manages Others:</b>	
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non-Exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> or <a href="mailto:britneyr@spiritlakenation.com">britneyr@spiritlakenation.com</a>
<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>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272

<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.
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