



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

Job Title:

Cultural Navigator/DV-SA Advocate

Open Date:

November 21, 2018

Position Summary: The Spirit Lake Victim Assistance Program is seeking Cultural Coordinator/DV-SA Advocate to organize cultural events and be able to provide services to victims of domestic violence and sexual assault.

Major Duties and Responsibilities:

- Must be able to represent the Spirit Lake Tribe's history, culture and language.
- Must have a commitment to learn Spirit Lake Tribe's cultural resources and be able to incorporate these resources with domestic violence and/or sexual assault healing.
- Must be knowledgeable of Domestic Violence and Sexual Assault.
- Must have the knowledge and skills to do presentations to our community and schools.
- Must be willing to conduct a Language and Culture curriculum development and carry out developed curriculum programming to youth involved in the criminal justice system and/or foster care placement system.
- Will coordinate with the Child and Family Service department to carry out programming targeted at tribal youth in foster care.
- Must be willing to carry out youth programming that integrates traditional culture in a class setting.
- Will observe cultural protocol in all activities, cultural projects and events.
- Knowledgeable of traditional medicines, such as picking sage, berries and other medicines.
- Must be capable of designing flyers, calendars and notices for cultural events.
- Must be willing to work closely with elders, language camps and recreation centers for youth centered cultural activities.
- Responsible for entering data into the program excel for reporting Federal and State funding agencies.
- Ability to interact effectively with diverse individuals and personalities and difficult individuals required. Must communicate with sensitivity and have a strong customer service approach. Must possess ability to establish and maintain effective working relationships with co-workers.
- Must be able to understand and carry out oral and written instructions with little or no supervision. Good organizational skills required. Strong proofreading skills and attention to details required.
- Will be On-Call one week every month for after hour crisis calls, including evenings, weekends and holidays.
- Maintains high level of confidentiality and professionalism to all victims/clients.

Qualifications:

- Associate Degree preferred or (6) months experience in planning and organizing community-oriented activities and/or training related to culture.
- Must be culturally sensitive to the customs, traditions, practices and sovereign status of Spirit Lake Tribe.
- Customer service skills; reliability, attention to detail and written and verbal communication skills.
- Knowledge and experience of relevant software applications; spreadsheets, excel and word processing.
- Must have current driver's license, vehicle and vehicular insurance coverage.
- Computer skills and basic office administrative skills, basic accounting skills are a must.
- Must pass criminal background check and alcohol and drug testing.
- Must provide 3 reference letters.

Job Location:	Spirit Lake Tribe Community Center	Company Industry:	Spirit Lake Victim Assistance Program
Job Role:	Cultural Navigator/DV-SA Advocate	Closing Date:	Until Filled
Employment Status:	Full- time	Supervision	N/A
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	one	Other:	NA
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	karaj@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0635 or 701-381-0204	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.		