



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

<b>Job Title:</b>	<b>Outreach Counselor</b>	<b>Open Date:</b>	<b>April 16, 2018</b>
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**Position Objective:**

- Major Duties & Responsibilities**
- Develop Individual Plans for Employment with consumers,
  - Attend IEP meetings of youth,
  - Work with employers to identify jobs for consumers,
  - Arrange for physical and mental restorative services and assist with vocational goal development and service selection.
  - Other duties assigned by Director.

**Qualifications, Experience and education required:**

- Minimum qualifications:
- A combination of at least five years of education and experience.
    - Masters degree
    - B.A. degree plus one-year experience in human services
    - A.A. plus three years progressively responsible experience in social services
  - Professional or volunteer experience working with tribal boards
  - Extensive knowledge of tribal agencies, resources and services appropriate for referral and inter-agency agreements for tribal vocational rehabilitation
  - Valid driver’s license
- Preferred qualifications:
- Degree or certificate in vocational rehabilitation
  - Experience working in tribal vocational rehabilitation

<b>Job Role:</b>	Outreach Counselor	<b>Department:</b>	Spirit Lake Tribe Vocational Rehab
<b>Exempt/Non-exempt:</b>		<b>Closing Date:</b>	<b>April 23, 2018</b>
<b>Employment Status:</b>	Full Time	<b>Supervision:</b>	Vocational Rehab Director
<b>Monthly Salary Range:</b>	\$2,600 - \$3,700	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1	<b>JD#</b>	

**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

**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.