



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

Job Title:	Outreach Counselor	Open Date:	September 13, 2017
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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

Job Role:		Department:	Spirit Lake Tribe
Exempt/Non-exempt:	Exempt	Closing Date:	September 27, 2017
Employment Status:	Full time, grant funded	Supervision:	SL Vocational Rehabilitation Director
Monthly Salary Range:	\$2,600 - \$3,700	Manages Others:	No
Number of Vacancies:	1	JD#	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	slthr@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-766-1203 or 701-766-1215	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.