



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

<b>Job Title:</b>	<b>Social Worker</b>	<b>Open Date:</b>	<b>January 19, 2018</b>
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**Position Objective:** The purpose of this position is to provide Social Work and Home and Community Based Case Management services, providing specialized assistance to the Spirit Lake Nation elderly and disabled individuals, and for others residing within the area, who require help to obtain and coordinate resources and essential services. This would allow individuals to remain in their own homes/communities in a respectful, culturally appropriate and cost-effective manner. The essential services would also delay or prevent institutionalization and ensure the health, welfare and safety needs of the individual are met.

**This position is located at the Spirit Lake Senior Services Office.**

**Major Duties & Responsibilities:** The duties and responsibilities include, but are not limited to:

- Provision of case management with the implementation of in-home services, including ongoing monitoring services
- Accepting and screening referrals for services to individuals who are elderly and/or disabled
- Completion of the assessment process and paperwork, in a face to face visit with the client in their home
- Assessing physical status, cognitive and emotional function, ADL's/IADL's, living environment, financial status, need for supervision, social participation, adaptive equipment, and informal supports of individual to determine program eligibility
- Develop a plan of service with the client, while assisting the client in obtaining authorized services and resources in accordance with program requirements
- Submit required forms to the Department of Human Services for processing
- Enter client data into SAMS system
- Complete monitoring and needs assessments in accordance with program requirements to ensure quality and adequate services are provided
- Maintain case records for planning, service coordination, program compliance and legal action
- Maintain client confidentiality
- Attend required program training and /or other staff development opportunities
- Travel is required for the performance of job duties
- Individual may be required to work non-traditional hours
- Supervision of (DCA) Direct Care Associate staff include, but are not limited to, the following: Individual DCA contact weekly, or as needed, for case assignment/case review, to ensure quality client service provision; Correct /timely completion/submission of required paperwork and individual time sheets; Community Based Programs, MACF Project, and other services; Receive DCA input regarding program and client needs; Provide and/or arrange for individual and/or group continuing education, to ensure continuation of required competencies; and completion of individual DCA annual job performance evaluations.

- Report Abuse and Neglect
- Provide Information and Referral Services
- Provide Community Education
- Develop and maintain effective working relationships with all sectors of the Spirit Lake Nation
- Resource Networking
- Assist with planning and implementation of the “Native Aging in Place Project-Long Term Services and Supports” (NAPP-LTSS project under the direction of SLT Senior Services Director and supervision of the MACF Program Assistant Manager
- Meet with Senior Services Director and Assistant Program Manager and MACF team weekly to plan activities to meet project objectives and to review progress towards goal.

**Knowledge, Skills, Competencies:**

- Knowledge & respect for communities, culture, & traditions of Spirit Lake Tribe & Dakota Culture
- Interest in caring compassionately for elders and people with disabilities
- Willingness to attend new and “refresher” training as provided and to complete all required trainings.
- Strong commitment to team work and to respectful communication skills with clients, families and co-workers
- Competency in documentation skills and responsibility in maintaining accurate records
- Responsibility & dependability in reporting to provide QSP services to clients as assigned on time
- Responsibility in reporting immediately to the Okiciyapi QSP Agency office if unable to report to work
- Ability to work independently as assigned & with the Okiciyapi team
- Knowledge of Tribal policies and procedures
- Maintain safety standards as established by the Spirit Lake Tribe and Okiciyapi QSP Agency
- Because CNAs/QSPs may come in contact with clients’ body fluids, they employee may be exposed to infections wastes, diseases, odors and other situations associated with health care. Body fluids include, but not limited to: AIDS, HIV, and Hepatitis, the CNA/QSP will be expected to understand and follow basic concepts of infection control

**Knowledge, Skills, Competencies:**

Professional knowledge of social work principles and practices

Knowledge of additional essential services, financial resources, eligibility guidelines and service providers

**Qualifications, Experience and education required:**

- Current licensure as a Licensed Social Worker (LSW) by the North Dakota Board of Social Work Examiners in accordance with (NDCC-43-41)

- Minimum of a Bachelor’s Degree in Social Work (BSW) or a Masters’ Degree (MSW), licensed by the North Dakota Board of Social Work Examiners as an LSW in accordance with (NDCC-43-41)
- One year of professional human service experience as a social worker in a Tribal, public or private sector, primarily working with the elderly and/or disabled, is preferred, but not a requirement

**Additional Requirements:**

Adhere to:

- Spirit Lake Tribal Policies and Procedures
- ND State policies and procedures for the Qualified Service Provider Agency requirements
- Individual must have a valid North Dakota driver’s license with a clean driving record, and a reliable vehicle with adequate auto insurance coverage
- Individual must successfully complete a standard background check, a Tribal background check as an enrolled member and a criminal record check
- No record of child or elder abuse/neglect
- Individual must pass drug testing

<b>Job Role:</b>	LTSS Social Worker	<b>Department:</b>	Spirit Lake Tribe MACF Program
<b>Exempt/Non-exempt:</b>	Non-exempt	<b>Closing Date:</b>	<b>Until Filled</b>
<b>Employment Status:</b>	Part-Time 20 hours per week	<b>Supervision:</b>	Senior Services Director
<b>Monthly Salary Range:</b>	DOQ in accordance with MACF Grant	<b>Manages Others:</b>	Yes
<b>Number of Vacancies:</b>	1	<b>JD#</b>	
<b>Please Send Application to:</b>			
<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
<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.		