



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

Job Title:

Project Director/Meth and Suicide
Prevention Project

Open Date:

August 14, 2017

Position Objective:**Major Duties & Responsibilities**

- Provide administrative oversight and direct all project activities.
- Supervision of all staff.
- Plan and oversee implementation of Spirit Lake Suicide Prevention Project.
- Ensure all activities are documented.
- Work with appropriate committees and coalitions related to Suicide Prevention.
- Review and select materials to support the project.
- Make appropriate student referrals to service providers.
- Monitor financial expenditures of the project.
- Prepare and submit progress reports on a monthly, quarterly and yearly basis to the tribe and funding agency.
- Must be willing to travel.
- Other duties as assigned.

Qualifications, Experience and education required:

- Master's degree in Social Work or Public Health or related degree.
- Grant Management experience.
- Knowledge of working with tribal communities.
- Excellent organizational skills and interpersonal communication skills.
- Attention to and ability to meet deadlines.
- Proficient in Microsoft Office.

Job Role:

Director

**Company
Industry:**

Spirit Lake Tribe

Closing Date:

August 28, 2017

Employment Status:

Full- time

Supervision

Tribal Council Monitor

Hourly Salary Range:

\$15.00 to \$18.00

**Manages
Others:**

Yes

Number of Vacancies:	one		
Please Send Application to:			
Name:	Spirit Lake Human Resource Department	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.		