



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

Job Title:

Wellness Aide
St. Michael Wellness Center

Open Date:

May 21, 2018

Position Objective:**Major Duties & Responsibilities**

- To supervise all youth activities as directed and/or required.
- To assist in the development, planning, implementation of the rules, policies, and program goals.
- To assist in the maintenance and general up keep of the wellness center.
- To assist in providing a safe drug and alcohol-free environment for the youth.
- To receive wellness center training and promote sportsmanship at all times.
- To receive CPR, First Aid and Emergency training as deemed necessary.
- To maintain inventory and safekeeping of all equipment, supplies, and facilities.
- Assist in accurate record keeping of all forms as required.
- To coordinate all other duties as directed by coordinator.
- To supervise youth workers, volunteers, (etc.).

Qualifications, Experience and education required:

- High school diploma or GED.
- Must be able to work with youth of all ages.
- Must be physically able to participate in all community oriented activities.
- Must be dependable and able to work weekends when required.
- Must be 18 years of age or older.
- Must be able to life over 100 pounds.

Job Role:

Wellness Aide

Department

Spirit Lake Tribe
St. Michael Wellness Center

Closing Date:

May 29, 2018

Employment Status:

Full- time

Supervision

Wellness Center
Coordinator

Hourly rate:

\$10.00

Manages Others:

No

Please Send Application to:**Name:**

Spirit Lake Human Resource
Dept.

Email:

slthr@spiritlakenation.com
hrgen@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
JD: SMW032117-1			
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.		