



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

Job Title:	Project Assistant	Opening Date:	March 1, 2021
SLT Program:	Special Diabetes Program	Close Date:	Until Filled

Position Objective: This position operates in a grant funded environment with many sponsored projects. This position is temporary employment for duration of the Good Health & Wellness grant. Will be a part of developing, coordinating and implementing effective health promotion programs that encourage healthy lifestyles.

Major Duties & Responsibilities:

- Create a monthly calendar of events and activities.
- Assist the Wellness Coordinator with preparing and implementing lesson plans with emphasis on physical activity and nutrition education for an after-school program and summer camp for youth identified in the program's target population(s).
- Assist with management of a busy after-school program and summer camp by providing the structure and discipline needed to ensure program activities are successfully carried out.
- Establish a professional level of rapport with each family in order to provide quality care.
- Plan and prepare a nutritious daily snack.
- Must accommodate a flexible work schedule (hours will include early mornings, **evenings**, and/or weekends).
- Must be a team player and be able to communicate with all staff and participants.
- Strengthen learning skills in the topics of healthy lifestyle changes, including healthy eating and physical activity.
- Attend all trainings pertaining to position.

Qualifications, Experience and education required:

- Associate's degree in a health or education field (preferred)
- Be knowledgeable of gardening and canning (desired)
- Knowledge base of diabetes, community health and nutrition (desired)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA) certified
- First Aid and CPR certified

Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT driving policy.

Job Role:	Project Assistant	Company Industry:	Spirit Lake Tribe
Employment Status:	Temporary- Until September 30, 2021	Supervision:	Reports to SDPI Director

Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:	1	Classification: Exempt/Non-exempt	
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure			
	<p>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.</p>		