



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

Job Title:	Vocational Rehabilitation Counselor	Open Date:	May 9, 2022
SLT Program:	Spirit Lake Vocational Rehabilitation Project	Close Date:	May 31, 2022

Position Description:

Major Duties & Responsibilities:

- Background knowledge on disabilities
- Must have good communication skills
- Must have good technology skills (data base software, word, etc.)
- Must be willing to work with all groups (16 and up)
- Must be able to maintain confidentiality regarding federal regulations (FERPA, HIPPA)
- Must have excellent writing skills
- Must be willing to pursue classes leading to a Voc Rehab certificate or degree
- Other duties as assigned

Qualifications, Experience, and education required:

- Must have a minimum of a two (2) year degree in education with a preference in Vocational Rehabilitation
- Must have a minimum of 3-5 years of experience working with special populations (i.e., disabilities)
- Must be knowledgeable about the Spirit Lake Reservation and Community
- Must have prior knowledge for working with individuals on a one-to-one basis
- Must possess and maintain a current, active, and unrestricted ND driver's license through course of employment, insurable under SLT driving policy.
- Must be willing to do a drug test
- Must be willing to do a background check

Work preference would be in Vocational Rehabilitation services

Job Role:	VR Counselor	Company Industry:	Spirit Lake Tribe
Exempt/Non-exempt:	Exempt		
Employment Status:	Full time, grant funded	Supervision:	VR Director
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:	normar@spiritlakenation.com katerid@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	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.		