



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

Job Title:	Overnight Resident Tech	Open Date:	September 24, 2024
SlT Program:	Recovery & Wellness	Close Date:	Until Filled

Position Objective: Supervise and monitor residential clients in all daily aspects of the residential treatment program. Coordinate daily schedules and duties/activities of the residents and maintain complete & accurate program records and forms.

Major Duties & Responsibilities

- Residential Monitoring by keeping daily logs on clients and field surveillance.
- Administers & monitors client medication, recording notations in the client medication log.
- To be keenly aware of client behavior with appropriate documentation either positive/negative. If warranted clients are to be cited and given a fraction with the client signing the Infraction Form and faxed to the Clinical Staff for concurrence.
- Maintain client and program records by applicable standards and regulations.
- Interact appropriately with all visitors, family members, and other individuals.
- Administer random alcohol and drug testing of clients.
- Assist in new resident orientation (resident policies and procedures). Complete intake/orientation of new residents after hours.
- Attend meetings as appropriate and meet regularly with Clinical staff to exchange pertinent information on residential clients
- Carry out responsibilities about the efficient and therapeutic operation of the facility, including all events, activities, and outings, utilizing safety management, emergency procedures, and non-violent crisis intervention. Manage crises and emergencies involving residents.
- Interact with clients in a confidential, therapeutic, and responsible manner maintaining a high level of ethical conduct.
- Monitor clients during chores and inspect rooms daily for cleanliness.
- Comprehend and abide by Federal confidentiality laws and HIPAA Requirements.
- Conduct room searches for contraband routinely.
- Assess and direct crisis calls to appropriate agencies (detoxification or other emergency concerns)
- Monitor intoxicated residents until help arrives.
- Monitor client phone usage with phone log, ensuring resident compliance with telephone policy.
- Maintaining daily resident meal count, record with notation of meals consumed for Breakfast, Luncheon, Dinner, and Snacks.
- Maintain building security, and handle emergency procedures in times of weather concerns.

- **Building and Grounds security.** Routinely check the grounds area and make sure the Vans are locked after each usage. Routinely check for broken windows, damaged fixtures, plumbing problems, and other needed repairs. Complete the maintenance forms as needed.
- **Perform other duties as assigned.**

Qualifications, Experience, and education required:

- **Must possess a High School Diploma and/or GED.** Prefer at least two years of college but not required.
- **Must have current First Aid, CPR, and AED Certification,** training will be provided if the employee does not have certification.
- **Must adhere to the Federal Law of Confidentiality Act 42, CFR Part 2, and the Health Insurance Portability and Accountability Act (HIPPA) standards.**
- **Demonstrate a moderate level of written and verbal communication skills.**
- **Ability to prioritize and commit to work schedules.** Must be able to work grave shift (12:00am to 8:00am) on any days Monday through Sunday as scheduled 40 hours a week.
- **Must be motivated and passionate about helping clients overcome issues related to substance abuse and recovery.**
- **Must abide by SLN Recovery & Wellness Confidentiality policy and sign the agreement.**
- **Must comply with Spirit Lake Tribe personnel policy and procedures manual.** All employees are expected and required to follow the SLT Ethics policy.
- **Individuals must have a minimum of two years of sobriety and remain alcohol and drug-free.** Employees will be subject to a drug test before employment and random drug testing during employment.
- **Knowledge of the human service field and residential treatment would be helpful but not a requirement.** Must have a willingness to learn through on-the-job training, workshops, and other required training.
- **Knowledge of substance abuse/addiction issues or related work experience will be beneficial.**
- **Follow all safety rules and procedures for the work area.**

Job Role:	Residential Coordinator	Department:	Spirit Lake Tribe
Employment Status:	Full-Time	Supervision:	Program Manager
Grade:	9	Manages Others:	
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	rcrosswhite@spiritlakenation.com or mkeo@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	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.		