



**Spirit Lake Tribe**  
**P.O. Box 359**  
**Fort Totten, North Dakota 58335**  
[mkeo@spiritlakenation.com](mailto:mkeo@spiritlakenation.com)

<b>Job Title:</b>	<b>Evaluator</b>	<b>Open Date</b>	<b>October 15, 2024</b>
<b>Program:</b>	<b>Suicide Prevention Program/Native Connections</b>	<b>Closing Date</b>	<b>October 22, 2024</b>

**Position Objective:**

**Major Duties & Responsibilities**

**Victim Advocacy and Crisis Intervention**

- Work directly with clients.
- Enter data in SPARS, and
- Collaborate with the therapists and clinical supervisors to create individual behavior plans for clients.
- Write progress notes for each client session.
- Attend mandatory educational and case consultation meetings.
- Must enjoy working with a variety of people of all ages.
- Must have the ability to maintain a high level of confidentiality.
- Be willing to work from an attachment perspective and with a team approach.
- Provide crisis intervention, advocacy, support services, case management, and referrals to medical/behavioral health services.
- Complete program client intake forms, assess client needs and document services to be provided.
- Will be responsible for evaluating clients and obtaining demographic information as well as entering specific data into SAMHSA reporting program.
- Work with individuals experiencing suicidal crisis to create, implement and monitor their individual safety plan.
- Will be responsible for maintaining client files in a systematic comprehensive way to thoroughly document progress of client file and to complete follow-up as required.
- Responsible for recordkeeping to ensure proper submission of monthly, quarterly, and annual reports related to client services provided.
- Assist survivors with accessing other services (job training, counseling, housing, medical services, etc.) set up appointments, and arrange for transportation to and from appointments in conjunction with Behavioral Health Aide(s)
- Networks with other providers to help survivors access community resources.
- Provide access to culturally based teachings and healing practices that are geared toward the client population.
- Must have a commitment to learn Spirit Lake Tribe's cultural resources and be able to incorporate these resources with domestic violence and/or sexual assault healing.

- Responsible for developing contacts and building liaison relationships within the community.
- Coordinate and develop education and prevention activities.

**Qualifications, experience, and education required:**

**Qualifications:**

- High School diploma or GED
- Must possess a valid North Dakota drivers license, insurable under SLT driving policy.
- PEER support trained (will train), or behavioral health experience of at least 6 months.
- The successful applicant must be personable and have personal experience with Mental/behavioral health services.
- Must have knowledge of culture and resources to work with clients and community members.
- Demonstrated track record in advocacy, with ability to navigate multiple systems to ensure seamless service.
- Must have a commitment to teamwork and collaboration.
- Must adhere to strict confidentiality in all matters. (Must sign confidentiality statement)
- Computer skills and basic office administrative skills.
- Willing to travel for training.
- Must pass a criminal background check and alcohol and drug testing.
- Other duties as specified.

<b>Job Role:</b>	Evaluator	<b>Department</b>	Suicide Prevention Program
<b>Status</b>	Full-Time	<b>Supervision</b>	Program Manager
<b>Grade:</b>	11	<b>Manages Others:</b>	No
<b>Number of Vacancies:</b>	1		

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:rcrosswhite@spiritlakenation.com">rcrosswhite@spiritlakenation.com</a> or <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-381-0204 or 701-381-0361	<b>Fax:</b>	701-766-1272
<b>Application Procedure</b>	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.
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