



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

Job Title:	Residential Coordinator	Open Date:	April 14, 2025
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Program:	Spirit Lake Recovery & Wellness	Close Date:	April 22, 2025
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Position Objective: Residential Coordinator provides supervision & oversight of the residential clients and residential facility. Coordinates outreach prevention activities for the program.

Program Oversight & Chain of Command

Monitors the progress and performance of the residential program, including client engagement, staff effectiveness, and overall facility operations. The Residential Coordinator reports directly to the Assistant Program Manager and provides regular updates on the status of the residential program. The Residential Coordinator and all Residential Technician staff operate under the directive and supervision of the Assistant Program Manager.

Supervision & Coordination of Residential Services

Oversees the day-to-day delivery of care and services to clients residing at the residential facility in collaboration with clinical, medical, and case management staff. Ensures alignment with individualized treatment plans and the overall goals of the substance abuse recovery program.

Staff Supervision & Leadership

Directly supervises all Resident Technician staff. Conducts weekly staff meetings, assigns and directs daily duties, provides performance evaluations, addresses staff concerns, and resolves conflicts. Submits all staff-related requests (e.g., time off, disciplinary actions, schedule changes, timesheets for signatures of all residential staff) to the Assistant Program Manager with proper documentation.

Scheduling & Staffing Coverage

Responsible for creating and maintaining Day, Swing, and Night Shift schedules. Ensures all shifts are adequately staffed and covered. Provides weekly finalized schedules to the Assistant Program Manager. Expected to fill in and work shifts as needed if staff coverage is unavailable to prevent service interruptions.

Facility Inventory & Supply Management

Maintains a current inventory (which includes donations) of all items within the residential facility, including supplies, food, furniture, equipment, and personal care items. Conducts regular quality control checks and submits supply request lists to the Assistant Program Manager as needed. No items from the residential facility may be removed, transferred, or discarded without the explicit approval of both the Assistant Program Manager and the Administrative

Assistant, as all property is owned by the Spirit Lake Tribe and not the Recovery & Wellness program.

Purchase Orders & Check Requests

Completes and submits purchase orders and check requests for items and services needed by the residential program (e.g., food, gas, transportation, outings). All requests must be submitted in a timely manner to the Assistant Program Manager to avoid disruptions in client care and program operations.

Documentation & Compliance Oversight

Ensures that all Resident Technician staff complete shift documentation, logs, and reports accurately and on time. Conducts regular reviews to ensure compliance with facility protocols and licensing standards.

Facility Compliance Monitoring

Ensures that weekly urine screens and room checks are being conducted as required. Reviews documentation from Resident Technician staff to confirm completion and accuracy. Reports findings, concerns, or patterns (e.g., positive UAs, contraband, cleanliness issues) directly to the Assistant Program Manager for follow-up and documentation in accordance with program policy.

Program Development & Facility Organization

Creates and maintains organizational tools, documents, and facility-wide systems that support smooth daily operations and structured residential living. These systems help guide staff in providing consistent, quality care to clients.

Client Safety & Quality Monitoring

Provides direction to staff on safety procedures, emergency responses, and best practices in client supervision. Continuously monitors and evaluates the quality of care and documentation to ensure compliance with clinical standards and program integrity.

Client Admission & Orientation Support

Completes the full residential intake process for all new clients entering the program. This includes gathering intake information, creating client charts, identifying individual needs, and reporting to peer support, case management, and clinical teams. Responsible for orienting each client to the facility, reviewing the client handbook, preparing the assigned room, and ensuring a welcoming and supportive entry experience.

Client Activity Planning

Develops individualized, weather- and season-appropriate daily activity schedules for clients that incorporate cultural, recreational, and therapeutic opportunities. Activities must reflect each

client's needs and interests and involve meaningful community engagement, including the use of tribal (e.g., Spirit Lake Tribe, MHA Nation, Standing Rock, Turtle Mountain) and state-wide resources. All activity schedules are submitted to the Assistant Program Manager for review and approval to ensure alignment with client goals and program standards.

Program Statistics & Reporting

Responsible for compiling and submitting required residential program statistics (e.g., activities, transportation, group participation) to the Administrative Assistant by the designated due date. Ensures accurate and timely data collection to support compliance reporting and internal program evaluation.

Interdisciplinary Collaboration

Serves as a liaison between residential staff and other departments, including medical, clinical, case management, and peer support teams, to ensure coordination of care and that client needs are addressed promptly.

Community & Program Representation

Supports the program's visibility and connection to the wider community by maintaining positive working relationships with local agencies, services, and tribal partners. Promotes the mission and integrity of the residential program through respectful and professional engagement.

External Agency & Community Interaction Protocol

All outside agencies or individuals who wish to donate to, visit, or provide services for clients must receive prior approval from the Assistant Program Manager. No direct contact or services may be provided without authorization. The Assistant Program Manager is the only designated point of contact for communications between the residential program and external agencies, including sharing statistics or program updates. Residential staff, including the Residential Coordinator, are not permitted to release program information without explicit direction.

Program Reporting

Provides regular updates to the Assistant Program Manager regarding residential operations, staffing, client progress, and any critical incidents. Ensures clear communication of any issues affecting the safety, structure, or success of the residential program.

Training & Professional Development

Ensures that all residential staff, including self, complete required training to maintain compliance with North Dakota state standards. Actively identifies and recommends additional trainings that improve staff ability to support recovery, enhance client care, and meet evolving program needs.

Additional Duties

Carries out any additional duties as assigned by the Assistant Program Manager. Tasks may include short-term responsibilities, special projects, or emergency assignments that support the operation, safety, and success of the residential program.

Qualifications, experience, and education required:

- Must possess a High School Diploma or GED. Prefer at least two years of college but not required.
- Knowledge of 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.
- Adheres to professional ethics in the care of others. Maintain highest standards of professionalism and follow Spirit Lake Tribal organization protocols and program standards and policies.
- Must have current CPR, AED and First Aid certification. If applicant does not have certification, training will be provided.
- Computer knowledge and proficiency. Maintain hard copy and electronic filing system.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Must possess and maintain a current, active and unrestricted ND Driver's license through course of employment, insurable under SLT driving policy.
- Must abide by SLN Wawokiya Tipi Confidentiality policy and sign agreement.
- Proficient verbal and written communication skills. Must have the ability to effectively present information and respond to tribal, federal, state and other officials, program participants, family members and general community.
- Must be responsible, dependable, and able to maintain confidentiality of information. Adhere to the Federal Law of Confidentiality Act 42, CFR Part 2 and the Health Insurance Portability and Accountability Act (HIPPA).
- Must submit to clear Criminal Records Background Check.
- Must have a minimum of two years sobriety and remain alcohol & drug free. Employees are subject to a drug test prior to employment & random drug and alcohol test during employment. Must adhere and abide by the programs Alcohol & Drug free policy.
- Indian Preference preferred and experience in working with Native Americans.

Job Role:	Residential Coordinator	Department:	SL Recovery & Wellness
Status:	Full-Time	Supervision:	R & W Assistant Program Manager
Grade:	15	Manages Others:	Yes

Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	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.		