



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

Job Title:	Evaluator/ PEER Support	Open Date	May 3, 2024
Program:	Healthy Transitions	Closing Date	May 17, 2024

Position Objective:

Major Duties & Responsibilities

Victim Advocacy and Crisis Intervention

- Work directly with clients in home, community, schools and in the office
- Provide transport to client to deliver services and to transport client to various appointments.
- 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
- 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.
- Demonstrated track record in advocacy, with ability to navigate multiple systems to ensure seamless service.
- Must have a desire to empower families.
- Must have a commitment to teamwork and collaboration.
- Must adhere to strict confidentiality in all matters. (Must sign confidentiality statement)
- Must possess and maintain a current, active, and unrestricted ND drivers license through course of employment, insurable under SLT driving policy.
- Computer skills and basic office administrative skills.
- Willing to travel for training.
- Must pass a criminal background check and alcohol and drug testing.
- Must be willing to provide on-call services as assigned and be available on an emergency basis 24 hours.
- Other duties as specified.

Job Role:	Evaluator/PEER Support	Department	Healthy Transitions
Status	Full-Time	Supervision	Program Coordinator
Grade:	11	Manages Others:	No
Number of Vacancies:	1	Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	BritneyR@spiritlekenation.com MKeo@spiritlekenation.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.		