



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

Job Title:	Resident Technician 2	Open Date:	5/17/2023
SlT Program:	Recovery & Wellness	Close Date:	Until Filled

Position Objective: Supervise and monitors 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 in accordance with applicable standards and regulations.
- Interact appropriately with any and 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 pertaining to 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 crisis and emergency situations 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 on a daily basis for cleanliness.
- Comprehend and abide by Federal confidentiality laws and HIPAA Requirements.
- Conduct room searches for contraband routinely.
- Assess and direct crisis call 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.
- Transport residents to and from appointment, groups and other planned activities. Keep transportation logs and adhere to residential transportation policy.

- **Maintaining daily resident meal count, recording with a 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 area of the ground 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 possess and maintain a current, valid, active, and unrestricted North Dakota driver's license throughout the course of employment, insurable under SLT driving policy, and proof of liability insurance is required.**
- **Must have current First Aid, CPR, and AED Certification, training will be provided if the employee does not have certifications.**
- **Must be North Dakota Certified as a Medication Aide. Training will be provided by the Nurse Coordinator at Spirit Lake Recovery and Wellness if an 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 rotating shifts Monday thru Sunday (8 am to 4 pm, 4 pm to 12 am, and 12 am to 8 am).**
- **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 two years of sobriety and remain alcohol and drug-free. The minimal time of sobriety to be hired as a Residential Technician 1 is 8 months and MUST be willing to sign and follow a Recovery and Wellness Sobriety Contract until two years of sobriety is achieved. Employees will be subject to a drug test prior to employment and random weekly 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
Exempt/Non-exempt:			
Employment Status:	Full-Time	Supervision:	Program Manager
Monthly Salary Range:	\$ 15.00	Manages Others:	
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	katerid@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 701-381-0864	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.