



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

**Job Title:****Teen Pregnancy Prevention Assist****Open Date:****January 16, 2019****Position Objective: Assist Teen Pregnancy Prevention Manager with the "Get Real" curriculum.****Major Duties & Responsibilities**

- To assist the Teen Pregnancy Prevention Manager with the "Get Real" curriculum, by entering data into Smartsheets, organizing and filing.
- Upload monthly reports into Smartsheets.
- Take meeting minutes at TAG meetings that are held quarterly

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

- Unrestricted North Dakota Driver's License with a clean record
- Proof of vehicle insurance- ability to use own vehicle
- Excellent communication skills
- To get "Get Real" Certified
- To get Citi training Certified
- Knowledge of computers with capabilities in Microsoft Word and Excel
- Background check and drug testing will be conducted

**Job Role:**

Assistant

**Department**

Tribal Health

**Closing Date:****January 25, 2019****Status**

Part-time

**Supervision**Teen Pregnancy Prevention  
Manager**Hourly Salary Range:**

DOQ

**Manages  
Others:**

No

**Number of Vacancies:**

1

**Classification:  
Exempt/Non-  
exempt****Please Send Application to:****Name:**Spirit Lake Human Resource  
Dept**Email:**[karenj@spiritlakenation.com](mailto:karenj@spiritlakenation.com)  
or  
[normar@spiritlakenation.com](mailto:normar@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

<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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