



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

Job Title:	Program Manager	Open Date:	August 20, 2024
SLT Program:	Tiwahe	Close Date:	September 3, 2024

Position Objective: Typical hours will be from 8:00am- 4:30pm Monday-Friday, but may require at times flexibility of hours. This position reports directly to the Tribal Council. The Program Developer's responsibilities will be directed to the overarching goal of transitioning Child Protective Services back to the Spirit Lake Tribe.

Major Duties & Responsibilities:

- Program developer will monitor the progress which is being made, identify the barriers which are slowing the process, and reports their findings directly to the Tribal Council.
- The Program Developer will utilize strategic community building and organizing techniques to engage the districts' stakeholders, Crow Hill, Fort Totten, St. Michael, and Wood Lake, the Tribal Council members, and Advisor Committee.
- Will identify goals and objectives, identify strengths-needs-barriers communities and families encounter.
- This position will identify the needs of other agencies and work with them to meet those needs.
- This position will work with communities and individuals which will lead the collaboration.
- Develop a District plan which addresses, promotes, and enhances opportunities, services, and reunification efforts for children in out-of-home placement.
- Will work with various groups which assist, promote, and enhance family life on Spirit Lake. This would include and is not limited to the Elders, Spiritual Leaders, IHS, Public Health, Mental Health, Educational Leaders, Social Services, Housing, Police, Fire, Court, and other providers of the services whether they are formal or involuntary services.
- Work with office reservation service providers which have a responsibility in service provision to the population of the Spirit Lake Nation.
- Work with Tribal Planning. Search out grants and other funding sources which will assist in reunification or the transitioning of the CPS program. Develop a funding strategic plan, present to Tribal Council.
- Be active participant in various programs, planning, and solution based groups CPS Team meetings, Spirit Lake Coalition, Post-Natal Infant Group, and Foster Care Coalition addressing issues facing children and families.
- May carry a small case load
- Will assist in the development and implementation of the Tiwahe Initiative
- Will conduct grant research for funding probabilities and other funding sources to include foundations and philanthropic organizations that will provide funding for Tiwahe as well as collaborative programs and services that work toward the health and well-being of children and families of the Spirit Lake Tribe.

- Will develop a strategic plan centered on the funding sources acquired for Tiwahe.
- Can assist other program directors with grants if requested.

Qualifications, Experience and education required:

- Four-year degree preferred; or two-year in Social Work degree; or higher in another human service field with one-year of experience in a management position
- One-year of experience in managing and monitoring budgets and various accounts
- Must have experiences in the provision of foster care and systems which work towards reunification and a good working knowledge of community resources
- Must possess and maintain a current, active and unrestricted ND Driver's License through course of employment, insurable under SLT Driving Policy

Job Role:	Social Work-Child Protect	Company Industry:	Spirit Lake Tribe
Department	Social Services		
Employment Status:	Full- time	Supervision	Tribal Council
Grade:	19	Manages Others:	N/A
Number of Vacancies:	1		

Please Send Application to:

Name:	Spirit Lake Human Resource Department	Email:	mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten	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.