



Spirit Lake Tribe  
P.O. Box 359  
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|-------------------|-------------------------------------------|-------------------|---------------------|
| <b>Job Title:</b> | <b>Cultural Coordinator/ Case Manager</b> | <b>Open Date:</b> | <b>May 14, 2025</b> |
|-------------------|-------------------------------------------|-------------------|---------------------|

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|-----------------|---------------|--------------------|---------------------|
| <b>Program:</b> | <b>Tiwahe</b> | <b>Close Date:</b> | <b>Until Filled</b> |
|-----------------|---------------|--------------------|---------------------|

**Position Objective: Provides cultural awareness, outreach, and engagement in the community. Their primary purpose is to develop, implement, and collaborate with other programs and coordinate events. Case management duties include case planning, referrals, transportation to services, and direct service support for families or individuals.**

**Major Duties & Responsibilities:**

- Coordinate program events, collaborating with other programs on events.
- Provides outreach on behalf of the program.
- Accept referrals and provide direction for the development and monitoring of a “goals and objectives plan”
- Provide follow-up on all referrals.
- Complete a strength-based case plan outlining specific needs to client.
- • Engage and assist the client in overcoming barriers to achieving goals in their case plan.
- • Refer participant to appropriate community services.
- • Maintaining case files and schedules.
- • Support clients in maintaining a drug-free and healthy lifestyle.
- • Maintain documentation and records as required and in a timely manner.
- • Collect and prepare monthly program activity reports.
- • Collaborate and coordinate with other service providers, districts, and community members as appropriate.
- • Attend staff meetings with related tribal and state agencies.
- • Will develop and arrange community-based services and events to support families and individuals.
- • Help conduct parenting classes.
- • Provide community and school outreach on behalf of the program.
- • Must follow all client confidentiality policies and HIPPA Regulations.
- • Commitment to work as part of a team.
- • Commitment to attendance and punctuality.

- Other tasks as assigned by supervisor.

**Qualifications, Experience and education required:**

- Associate's degree in social work or currently working on social work degree with work experience.
- Strong interpersonal skills for working with youth and families from diverse backgrounds (including, but not limited to, ethnic, religious, physical, and mental abilities, etc.)
- Demonstrates ability to work with other professions effectively.
- Have knowledge of local and surrounding resources.
- Commitment to empower families to make informed decisions.
- Must have a positive attitude when working with clients and coworkers.
- Ability to be flexible in work schedule.
- Have technical skills in operating Microsoft Office programs and maintaining files.
- Experience in case management direct services to children/ youth and their families.
- Strong communication and organizational skills.
- Demonstrate good organizational abilities, initiative, and willingness to follow supervisory recommendations.
- Must have knowledge of history, culture, customs, and traditions of the Spirit Lake Nation and community.
- Ability to organize and plan youth, family and community activities and events.
- 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
- Willingness to travel as needed.

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|------------------------------------|---------------------------------------|--------------------------|---------------------------------------------------------------------------------------|
| <b>Job Role:</b>                   | Cultural Coordinator/ Case Manager    | <b>Company Industry:</b> | Spirit Lake Tribe                                                                     |
| <b>Employment Status:</b>          | Full-Time                             | <b>Supervision:</b>      | Tiwahe Program Manager                                                                |
| <b>Grade:</b>                      | 13                                    | <b>Manages Others:</b>   | No                                                                                    |
| <b>Number of Vacancies:</b>        | 1                                     |                          |                                                                                       |
| <b>Please Send Application to:</b> |                                       |                          |                                                                                       |
| <b>Name:</b>                       | Spirit Lake Human Resource Department | <b>Email:</b>            | <a href="mailto:bl.snider@spiritlakenation.com">bl.snider@spiritlakenation.com</a> or |

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|                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                         | <a href="mailto:mkeo@spiritlakenation.com">mkeo@spiritlakenation.com</a> |
| <b>Address:</b>              | P.O. Box 97                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <b>State</b>            | North Dakota                                                             |
| <b>City:</b>                 | Fort Totten, North Dakota                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Zip/Postal Code:</b> | 58335                                                                    |
| <b>Phone:</b>                | 701-381-0204 or 701-381-0361                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>Fax:</b>             | 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. |                         |                                                                          |