



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

Job Title:

Case Manager

Open Date

May 14, 2025

SL Program:

Tiwahe

Close Date:

Until Filled

Position Objective: Tiwahe case management duties include case planning, referrals, transportation to services, and direct service support for families or individuals.

Major Duties & Responsibilities

- Accept referrals and provide direction for the development and monitoring of a “goals and objectives plan” specific to client case 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 preparing 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 will be considered.
- 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.
- Reliable transportation.

Job Role:	Tiwahe Case Manager	Company Industry:	Spirit Lake Tribe
Employment Status:	Full- time	Supervision	Tiwahe Program Manager
Grade:	10	Manages Others:	
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	bl.snider@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 701-381-0361	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.		