



# CANKDESKA CIKANA COMMUNITY COLLEGE

*Spirit Lake Dakota Nation*

## Human Resource Office

Vanessa Thomas, HR Director

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[www.littlehoop.edu](http://www.littlehoop.edu)

### VACANCY ANNOUNCEMENT

**Position Title:** Mentor/Case Manager (1 Full-time)  
*Next Steps Project*  
*Fargo area (Home Office: Fort Totten, ND)*

**Supervisor:** Program Director

**Opening Date:** February 20, 2018

**Closing Date:** March 6, 2018

**Salary:** DOQ

This is a full time position (40 hours/week) and funded through the HHS, ACF, OFA and HPOG grant programs. Interested applicants who reside within the city of Fargo, North Dakota are encouraged to apply.

#### QUALIFICATIONS:

- Master's degree preferred in Education, Social Work, Nursing, or related field. *Minimum of a bachelor's degree in Education, Social Work, Nursing, or related field with two or more years of related work experience.*
- Able to travel on a regular basis (Must have Driver's License, reliable personal vehicle w/proof of insurance).
- Excellent interpersonal skills.
- Experience working with American Indians, American Indian communities, American Indian Tribal entities, and Tribal colleges.
- Working knowledge of American Indian culture and sociological and psychosocial behavior.
- Ability to work independently and reliably as assigned by Program Director.
- Knowledge of health career pathways and curriculum.
- Knowledge of respective educational institutions, TCU's, and higher education.
- Must have good verbal and written communication skills.
- Must have strong organizational and "multi-tasking" skills.
- Commitment to professional standards of confidentiality.
- Self-directed in creating meeting schedules with necessary parties.
- Proficient in understanding and utilizing computers and working with automated systems.

*Condition of Employment: Appointment will be subject to the applicant's successful completion of a background check.*

#### JOB DUTIES & RESPONSIBILITIES:

- Recruit eligible American Indians interested in health care career fields.
- Assess applicant interests, abilities and aptitudes for success in completing health care education and training.
- Develop education plans and enroll eligible applicants in Next Steps approved academic programs.
- Develop trusting and caring relationships with Next Steps participants; support and counsel participants to help them understand and overcome personal, social, or behavioral impacting attainment of educational goals.
- Provide crisis intervention for participants when appropriate.
- Maintain accurate and complete participant records of service as required.
- Develop and foster mentor relationship with Next Steps participants at respective locations; provide academic advisement; assess educational background; monitor participant progress.
- Maintain weekly contact with participants, monitor and evaluate progress.
- Assist students as needed with various support services, i.e. transportation, child care, process requests for support services; foster student support networks and provide tutorial assistance as needed or secure tutor assistance.
- Guide and encourage students to achieve success and employment in chosen field; work with project partners to achieve goals.
- Assist and work with Next Steps Job Development Specialist in developing life skills and workplace competencies.
- Attend Next Steps Partner and staff meetings.
- Prepare reports for meetings on participant progress.

*(Handwritten initials)*

**GENERAL INFORMATION:** A complete application shall consist of a Cover letter, Resume, CCCC Application for Employment, three reference letters or list three references of individuals familiar with your preparation/experience, and a copy of unofficial college transcripts (*Official copy required if hired*). Persons claiming Indian and/or Veteran Preference must provide proof with application. **Incomplete applications will not be considered.** Applications should be submitted to: Human Resource Office, Cankdeska Cikana Community College, PO Box 269, Fort Totten, ND 58335. For more information please call 701.766.1333 or visit our website at [www.littlehoop.edu](http://www.littlehoop.edu)

#### STATEMENT OF POLICY ON NON-DISCRIMINATION

*Cankdeska Cikana Community College will not discriminate in its educational programs, activities, or employment practices, based on race, color, national origin, gender, sexual orientation, disability, age, religion, ancestry, or any other legally protected classification. Announcement of this policy is in accordance with Federal law, including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Inquiries or concerns may be referred to the Academic Dean, Cankdeska Cikana Community College, (701)766-1309 or 1-888-783-1463 or to the Office of Civil Rights, US Department of Education, 500 W. Madison Street Suite 1475 Chicago, IL 60661.*

**Think Dakota • Live Dakota**