



**NATIVE AMERICAN TRAINING INSTITUTE**  
**3333 E. BROADWAY, SUITE 1210**  
**BISMARCK, ND 58501**

## **JOB DESCRIPTION**

**POSITION DESCRIPTION:** Tribal Liaison (Full-time, up to 40 hrs/week)  
**LOCATION:** NATI Office, Bismarck, ND  
**SALARY:** Negotiable/DOE  
**HOURS:** 9AM – 5PM Monday through Friday  
**CLOSING DATE:** Open Until Filled

**ABOUT NATI:** The Native American Training Institute (NATI) is a non-profit organization that provides training and technical assistance to tribal human service organizations, Native American communities and related entities.

### **SUMMARY OF WORK:**

The Tribal Liaisons will allocate 100% of their time to grant objectives and will be considered key staff. The TL will collaborate with Child & Family Services and the ND tribes to support and conduct a needs assessment to determine what the needs of the tribes are individually and collectively with a goal of designing an appropriate scope of work with each tribe individually and collectively.

Baselines will be determined and reasonable performance outcomes will be collaboratively established. Potential service provision on behalf of the TL will focus on supporting meeting federal standards for quality case worker visits by providing guidance, technical assistance and training as determined by the results of the needs assessment.

The TL will provide guidance, technical assistance and training in the arena of increasing IV-E claims submitted by the tribes based on the results of the needs assessment. The TL, by working closely with the tribes to identify other system needs and will support the coordination of state child welfare stakeholder meetings (regular and as needed) to overcome identified tribal or state system barriers and strengthen service delivery.

This position is under the direct supervision of the NATI Director.

### **QUALIFICATIONS**

- Associate of Arts/Sciences in Human Services or related field required, with two years' direct experience working in Native American youth, families and communities. Bachelor of Arts/Sciences preferred but not required.
- Working knowledge of child welfare, family preservation, Indian Child Welfare Act; and other human service related issues preferred but not required.

- Must be culturally-competent and knowledgeable about the history, culture and socioeconomic conditions of the Tribes and reservations of North Dakota and beyond as required.
- Must have excellent report writing, organizational, time management, analytical and communication skills.
- Must have the ability to multi-task in dynamic environment and work in a team environment.
- Must have experience in operating office equipment.
- Must be proficient using Microsoft Office Suite, i.e. Excel, Word, Power Point, Outlook, etc.
- Must be willing to travel. Overnight travel may be required.
- Must have own vehicle, have a valid driver's license and proof of vehicle insurance.

Please note there is one full-time position available in Spirit Lake/ Turtle Mountain and one full-time position on Standing Rock/MHA or surrounding areas. Majority of work will take place at those sites with some travel involved.

\*Mail or email cover letter, CIB, resume and (3) reference letters to: NATI Attn: Gillian Plenty Chief, Director at 3333 E. Broadway, Suite 1210 Bismarck North Dakota 58501 / [gillianp@nativeinstitute.org](mailto:gillianp@nativeinstitute.org)

**Incomplete applications will not be considered**