

RESOLUTION OF THE GOVERNING BODY OF
THE THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD RESERVATION

- WHEREAS,** This Nation having accepted the Indian Reorganization Act of June 18, 1934 and the authority under said Act; and,
- WHEREAS,** The Constitution and Bylaws of the Three Affiliated Tribes authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled tribal members thereof; and
- WHEREAS,** Article IV, Section 3, of the Constitution of the Three Affiliated Tribes grants to the Tribal Business Council all necessary Sovereign Authority, both legislative and Judicial, for the purposes of exercising the jurisdiction granted by the people in Article I of the Constitution; and
- WHEREAS,** The Three Affiliated Tribes Program management has initiated and completed strategic planning for the Employment Training Department; and
- WHEREAS,** The results of this process have produced written Department Policies and Procedures; and
- WHEREAS,** Policies and procedures are now documented that will establish guidance in the implementation of Department programming and assist in continued progress to accomplish mission of Three Affiliated Tribes Employment Training Department.
- NOW, THEREFORE BY IT RESOLVED,** That the tribe formally adopts the Three Affiliated Tribes Employment Training Department's Policies and Procedures.

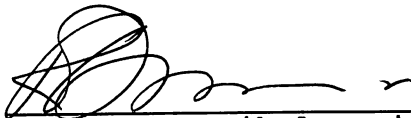
C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 7 members of whom 5 constitute a quorum, 7 were present at a Special Meeting thereof duly called, noticed, convened and held on the 24th day of May, 1996; that the foregoing Resolution was duly adopted at such Meeting by the affirmative vote of 7 members, 0 members opposed, 0 members abstained, 0 members not voting and that said Resolution has not been rescinded or amended in any way.

Dated the 24th day of May, 1996.

Daylon Spotted Bear
Secretary, Tribal Business Council

ATTEST:



Chairman, Tribal Business Council

amendment to
96-121-DSB.

THREE AFFILIATED TRIBES
EMPLOYMENT TRAINING AND VOCATIONAL EDUCATION DEPARTMENT
POLICIES AND PROCEDURES

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I. INTRODUCTION

The Three Affiliated Tribes Employment Training and Vocational Education Department administers Public Law 102-477, this act may be cited as the "Indian Employment, Training and Related Services Demonstration Act of 1992."

The purposes of this Act are to demonstrate how Indian tribal governments can integrate the employment, training and related services they provide in order to improve the effectiveness of those services, reduce joblessness in Indian communities and serve tribally-determined goals consistent with the policy of self-determination.

Through ongoing Tribal strategic planning process, the Three Affiliated Tribes has set the mission of Department which is:

"PROVIDE QUALITY EMPLOYMENT TRAINING AND VOCATIONAL EDUCATION SERVICES TO ELIGIBLE INDIVIDUALS ON FORT BERTHOLD RESERVATION AND/OR SERVICE AREA."

As part of this planning process, policies and procedures of Department are now being documented that will establish guidance in the implementation of Department programming and assist in continued progress to accomplish the mission of the Department.

II. DEPARTMENT PROGRAMS

The programs integrated in Department are:

- A. Department of Labor/DOL
 - 1. JTPA IV-A (Adult Employment Training)
 - 2. JTPA II-B (Summer Youth)
- B. Administration for Children and Families/HHS-ACF
 - 1. JOBS (AFDC-Job Opportunities and Basic Skills)
 - 2. CCDBG (Child Care Development Block Grant)
- C. Bureau of Indian Affairs/BIA
 - 1. AVT/DE (Adult Vocational Training/Direct Employment)
 - 2. TWEP (Tribal Work Experience Program)

The Tribe has integrated these programs under the authority of P.L. 102-477, into a single, coordinated and comprehensive Three Affiliated Tribes 477 Program. The Tribe will implement this demonstration project to meet the unique needs of its people and assist in Tribal economic development initiatives.

III. PROGRAM'S SERVICES

A. Training Assistance: This activity will be provided through the use of the Department's casemanagement system. This system was developed to bring more quality services to clients and consist of:

1. Outreach and intake.
2. Assessment.
3. Employment development planning.
4. Client advocacy.
5. Counseling.
6. Promotion of self sufficiency.
7. Job Development.
8. Job Placement.
9. Other client services.

The casemanagement system is new. It was developed and is implemented to give more time to clients, to enhance their individual employment goals. The key to the casemanagement system is the use of an agreement, with client, that outlines the clients steps and schedules of employment training activities that will enable he or she to gain employment. This agreement is the EDP (Employment Development Plan) and the EDP emphasizes client participation as a full partner in the decisions of his or her employment planning.

B. Educational Services:

1. Basic and remedial education to enhance the employability of individuals by raising basic skills to a

PROGRAM'S SERVICES CONTINUED:

competitive level.

2. High school or equivalency (GED).

3. Short term occupational to provide individuals with technical skills and knowledge required to perform a specific job or group of jobs.

4. Long term classroom will be education and training necessary to meet individuals employment goals and must be directly related to obtaining employment in occupations where work is available. Limits have been set for a maximum time in long term classroom and are 2 years and 3 years for LPN training. This activity will only be provided to those individuals who do not have marketable skills, who have competencies for that occupation and be prioritized to those that can secure pell or like funding. 100% funding is not provided because of higher costs associated with activity. Funding for long term classroom is a major activity of Department and funding of this activity must be safeguarded and performances monitored monthly to assure maximum benefit. Monthly satisfactory progress reports are required for clients in this activity and the use of these reports trigger services, and determine continued funding for clients in this long term activity.

C. Employment Services:

1. OJT will be training conducted in a work environment designed to enable individuals to learn a bona fide skill and/or

PROGRAM'S SERVICES CONTINUED:

qualify for a particular occupation through demonstration and practice. No OJT contract will be written for less than 4 weeks or more than 6 months. The established maximum obligation per individual contract is \$2,000.00. The contracting of OJT dollars will be targeted to those agencies that will commit to the hiring of individuals under contract, that have successfully completed training period. Reimbursements are based on 50% of gross paid to participant and reimbursements are monitored to assure satisfactory progress of client is being maintained.

2. Community Service Employment (CSE), is long term work in Department staffing system that helps facilitate the operations of Department and provides clients with knowledge, work experience and job placement services to enable clients to gain world of work skills for placement in unsubsidized employment. CSE activity will target clients who have completed classroom activities and need services to make school to work transition. Since this is a long term training, Department policy of selection and termination policies of Department will be followed. This policy is, all training positions or services provided by Department are the responsibility of Department Administrator and training positions, including those clients earning wages are entitled to same benefits as those similar employed with Tribe. The exceptions to rule is retirement benefits, they are unallowable as set forth in DOL regulations.

3. Alternative Work Experience (AWE) will be work

PROGRAM'S SERVICES CONTINUED:

experience with Public/Private/for profit agencies or businesses designed to maximize the employability of the client. Authority for Private Sector placements in training positions with private employers and pay such participant a training allowance for a period not to exceed 12 months is in P.L. 102-477 Law in 25 USC 3409 Sec. 10 - "Private Sector Training Placements". AWE activity is targeted to those clients referred from AFDC and General Assistance clientele and because of the unique needs and barriers of this clientele, Department has and will make many changes to provide clients with opportunities to reduce their dependency on welfare.

Historically, work experience activities have not provided clientele with services needed to overcome their many barriers to self sufficiency. Therefore, this activity is a true demonstration of how change can help this category of clientele. AFDC and GA clients are referred from the County Social Services and Tribal Social Services agencies to Department for client assessment and determination of 477 participation. For those that were carried forward from TWEP to 477, activities were maintained but because of inability of work station to hire permanently, changes are being implemented. Casemanagement will access and develop EDP for long term clientele that will be basis of reassignment to alternative work station, entrance to classroom activities, other activities or referred back to GA and/or other agencies for further assistance in removing barriers, i.e. alcoholism programming, etc.

PROGRAM'S SERVICES CONTINUED:

AFDC/GA changes brought about by National Welfare reform and BIA program budget reductions will greatly affect department and programming, but ongoing planning will address changes needed as changes occur.

D. Supportive Services will be designed to contribute to the employability of participants, enhance their employment opportunities, assist them to retain employment, facilitate their movement into permanent unsubsidized employment and enable participants to participate in the program if they are unable to afford to pay for such services themselves. Supportive services will be limited to participants only, those individuals that are in long term activities, ie. Long term classroom, AWE. This activity has been provided in past for Direct Employment, but because of Tribes priority to long term training and commitments to quality programming, short term Direct Employment will not be provided. Services will continue to be available to those participants with documented need, per individual EDP's and where this service will help fulfill, complete or secure long term employment goals. Maximum amounts will be set for costs in this activity and will be based on individual need and resources available year to year.

E. Child care services will be provided to eligible families and will be provided through contracting with tribal child care service providers. Eligibility for services in this activity is determined by disadvantage and individuals status in training or employment. Eligibility will be further discussed in selection

PROGRAM'S SERVICES CONTINUED:

section, but it should be mentioned that priorities will be targeted with this activity and will follow seamless service to client approach.

1. By law 63.75% of CCDBG per child amount will be used for child care services.

2. 36.25% will be used for activities to improve the availability, quality of child care and for administrative costs. By the use of contracting, department will assure the quality of care for the children, maximize dollars and contribute the success of tribal support ventures. Current contracting is now listed that demonstrates intent of department and set guidance in future contracting.

1. Four Bears Day Care Center contracts 15 slots yearly with department and because of Centers ever increasing commitment to providing quality services, Department is assured of maximum benefit to clients.

2. State of North Dakota and all 4 North Dakota Tribes coordinated contract with Catholic Family Service to provide and improve the availability and quality of child care services on the Reservations.

F. Youth Services will be provided during summer months (June - September) and specific services will be:

1. Work Experience, wages will be earned by participants in this activity and purpose will be to provide experiences in the world of work that will increase work skills of youth 14-21.

PROGRAM'S SERVICES CONTINUED:

2. VEP/Vocational Exploration Program in Private/Public businesses that will enhance their work skills and provide vocational exploration enrichments.

3. Classroom Training will provide short and long term classroom opportunities to youth and classroom services in Educational services section will all be provided. Because of National legislation question of continued funding of Summer Youth, targeting of long term activities will be prioritized for maximum long term benefit to youth clientele.

IV. SELECTION PROCESS

Individuals will be selected to enter 477 programming based on need and benefit of Program services, services are not an entitlement and resources available and unique needs of Three Affiliated Tribes will determine numbers and specific training offerings per year.

Basic requirements for eligibility for 477 programming are:

A. Indian as documented by enrollment number and in case of child care service documented by enrollment number of parents.

B. Reside in Department service area:

Service area of 477 programming will be all of North Dakota counties of:

1. Mountrail
2. McLean
3. McKenzie
4. Dunn
5. Mercer
6. Ward

There will be several exceptions to this rule and are:

1. AFDC clientele will not include Ward county.
2. G.A. eligibility and referral is determined by Tribal Social Services and this will remain in effect.

3. Child Care services area does not include Ward County.

C. Other additional requirements include.

1. Selective Service requirements met and documented.

SELECTION PROCESS CONTINUED:

2. Child Care employment, training, and income requirements met and documented.

3. Summer Youth economic disadvantage requirements met and documented.

As stated before, all training positions fall within responsibility of Department Administrator and through intake and assessment process, individuals will be selected per eligibility, need, and benefit of program.

V. GRIEVANCE, COMPLAINT AND HEARING PROCEDURES:

Tribes Personal Policies and Procedures will be followed that addressee grievances, complaints and rights of participants and applicants. All grievances and complaints of said individuals will be addressed and resolution will be completed within a set time period, (60 days).

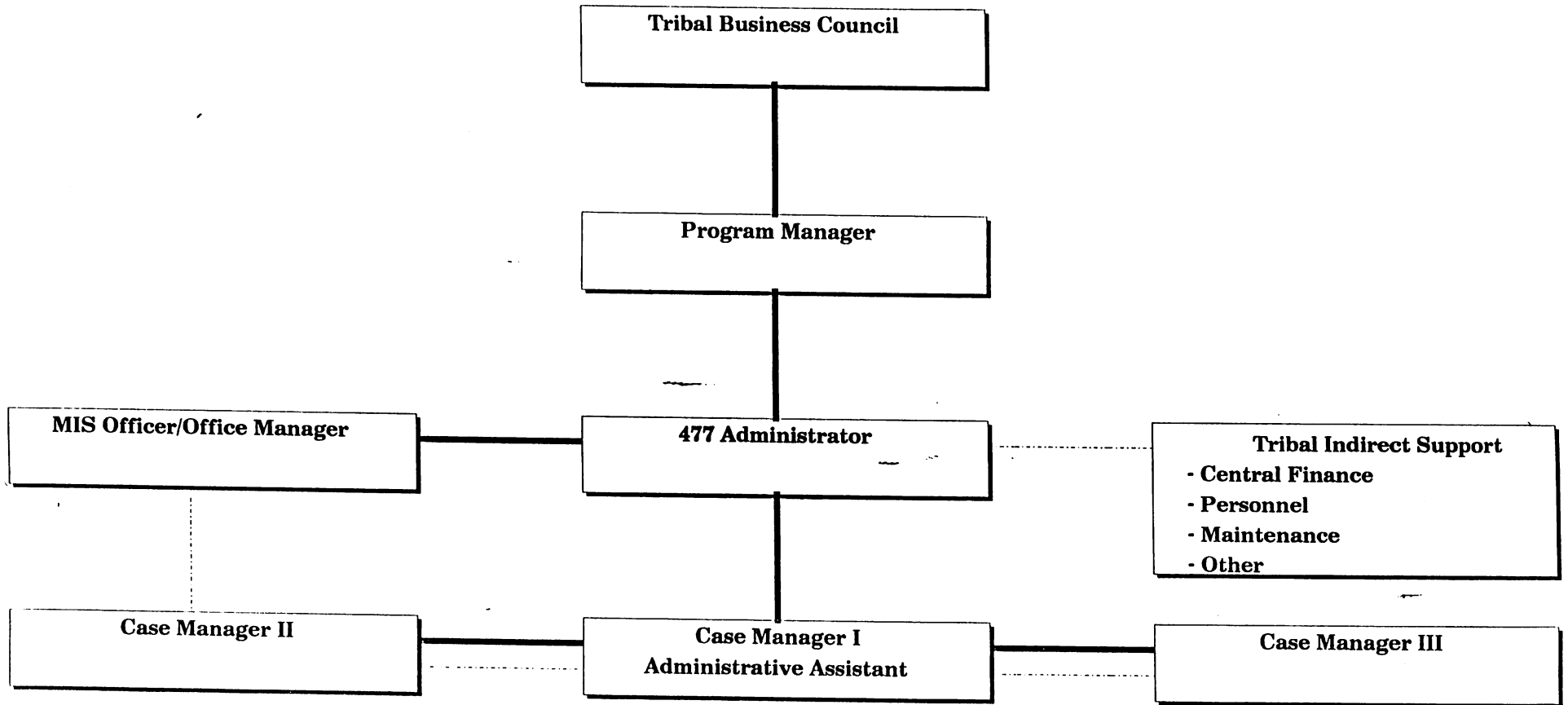
VI. OTHER

Will include forms, job descriptions, and organizational documents, used in implementing program. These are all attached to this document and attachment schedule is listed in Content section.

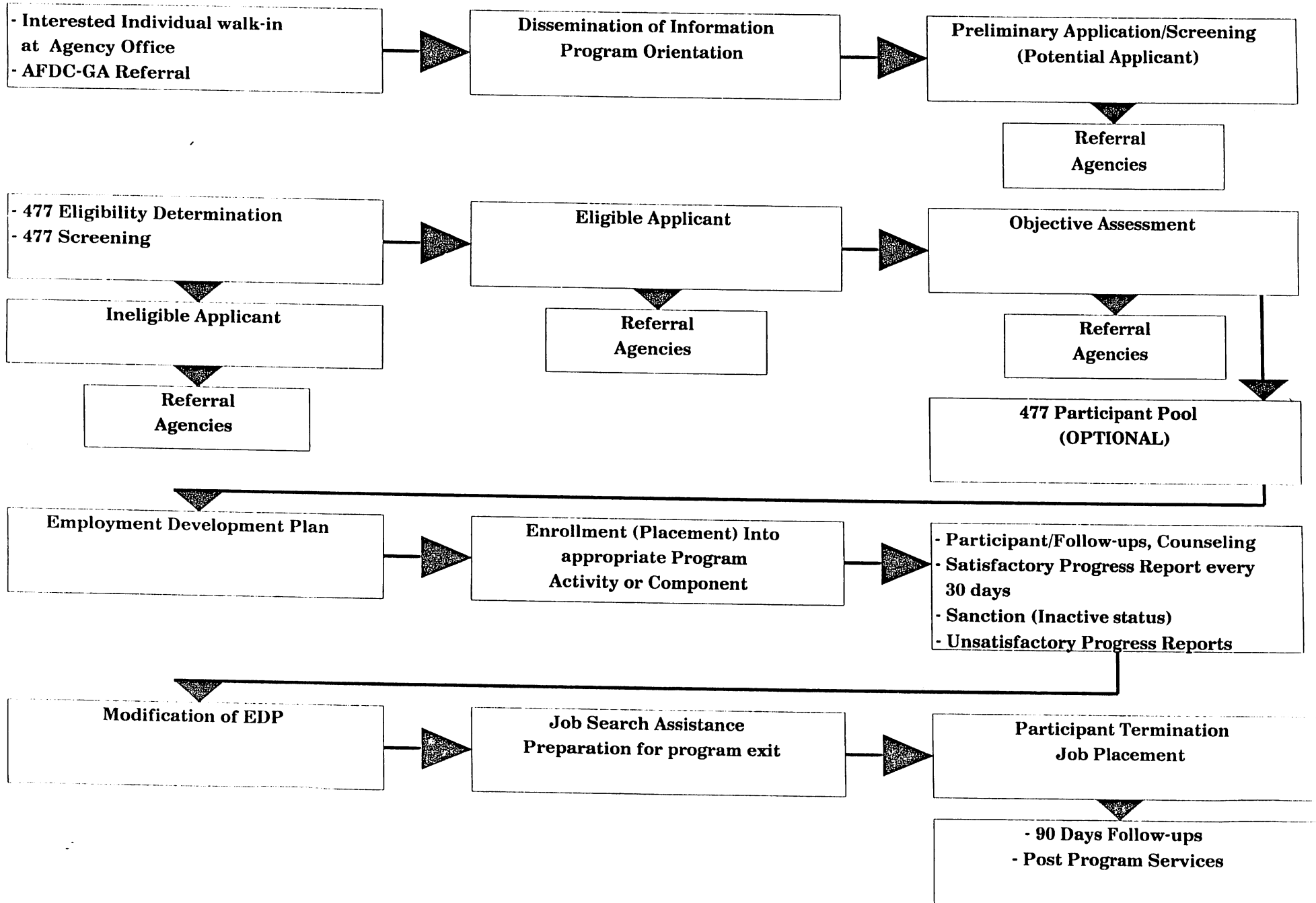
VII. SUMMARY:

This document is developed as a beginning point and additional material and revision are foreseen as use and need dictates. Therefore, this document is presented to Three Affiliated Tribes for adoption as a tool for department management, and is subject to change and modification as need arises.

**THREE AFFILIATED TRIBES
EMPLOYMENT TRAINING DEPARTMENT
477 PROGRAM ORGANIZATIONAL CHART**



477 Applicant and Participant Services Flowchart



Please Print In Ink

Social Security: _____ / ____ / ____
 Last Name: _____ First Name: _____ Middle: _____

Street Address: _____ City: _____ State: _____ Zip: _____ Phone: _____

Age: _____ Date Of Birth: _____ / ____ / ____ Gender: _____ M / F Tribal Affiliation: _____
 Enrollment #: _____
 mm dd yyyy

		Yes	No		
Veteran					
Selective Service #: _____					
Do you have any disabilities				List: _____	
(This will not determine eligibility)					
Household Size: _____					
Income: AFDC				Case #: _____	
JOBS Exempt Volunteer					
JOBS Non-exempt Volunteer					
JOBS Mandatory Participant					
Income: AFDC-UP				Case #: _____	
Income: General Assistance					
Income: SSI / SSA Title XVI					
Income: Other Cash Assistance				List: _____	
Household Income:					
6 months:	\$ _____				
12 months:	\$ _____				
Family Status: Parent in One-Parent Family					
Family Status: Parent in Two-Parent Family					
Family Status: Other Family Member					
Family Status: Not A Family Member					
No. of Depend. under age 18 & birthdate		AGE	DOB		
	Child 1			Child 5	
	Child 2			Child 6	
	Child 3			Child 7	
	Child 4			Child 8	
Highest Grade					
Completed By Participant				Degree/Certificate Received: _____	
Are You Currently Enrolled/Attending Sch.				Specify: Full Time / Part Time	
Labor Work Force Status:					
Employed					
Unemployed					
Not In Labor Force					

AGE	DOB

Work History: (For Past year or Last 2 Positions)

Employer / Address	Telephone No.	From	To	Rate/Hr	Hrs/Week

Number of Weeks Unemployed During The Prior 26 Weeks: _____

Barriers to Employment:

Lacks Significant Work History

Offender

Substance Abuse

Child Care

Pregnant or Parenting Youth

Other

Yes	No

List: _____

I hereby authorize the TAT Employment Training Department to verify the above information and promise and agree that I will forever hold harmless any person, firm, organization or entity from any and all liability that may arise because of the disclosure and release of such information.

Participant Signature _____

Date _____

Work History: (For Past year or Last 2 Positions)

Employer / Address	Telephone No.	From	To	Rate/Hr	Hrs/Week

Number of Weeks Unemployed During The Prior 26 Weeks: _____

Barriers to Employment:

- Lacks Significant Work History
- Offender
- Substance Abuse
- Child Care
- Pregnant or Parenting Youth
- Other

Yes	No

List: _____

I hereby authorize the TAT Employment Training Department to verify the above information and promise and agree that I will forever hold harmless any person, firm, organization or entity from any and all liability that may arise because of the disclosure and release of such information.

Participant Signature

Date

Parent Signature

Date

TAT JTPA SUMMER YOUTH PROGRAM

NAME: _____

1. LIST HOBBIES OR LEISURE TIME ACTIVITIES:

2. LIST SUBJECTS OF MOST INTEREST IN SCHOOL:

3. CAREER PLANS:

4. WHERE WOULD YOU LIKE TO WORK (LIST 3 OR 4):

CHOICE ONE

CHOICE THREE

CHOICE TWO

CHOICE FOUR

5. LIST THOSE FROM #4 WHERE YOU'VE WORKED BEFORE:

6. IF THERE ISN'T ANY SPECIFIC PLACE YOU'D LIKE TO WORK, LIST THE TYPE OF WORK YOU WOULD LIKE TO DO:

7. PLEASE LIST BELOW ANY PHYSICAL LIMITATIONS. THIS WILL NOT AFFECT YOUR CHANCES FOR EMPLOYMENT:

8. DO YOU HAVE TRANSPORTATION: YES NO

****NOTE****

PLEASE ATTACH A COPY OF SOCIAL SECURITY NUMBER TO APPLICATION. ALSO ENROLLMENT NUMBER MUST BE ON APPLICATION.

Three Affiliated Tribes

477 Participant Employability Development Plan/Counseling Record

1. Name _____ 2. SSN _____ Tel. No. _____ Address _____

5. Problem Type:	A Inex. Voc. Choice	B Inex. Voc. Choice Ques.	C Want Change	D Training	E Commun. Service	F Find Hold Job	G Other
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6. Specific Problem: _____

7. Education/Training:

8. Socio-Economic Factors:

9. Work-Related Experience:

10. Interests:

11. Personal Traits:

12. Leisure Time Activities:

13. Physical and/or Mental Limitations:

10. Counseling/Log Notes:

14. BARRIERS PREVENTING ACHIEVEMENT OF EMPLOYMENT GOALS:

<input type="checkbox"/> Job Opportunities	<input type="checkbox"/> Handicap	<input type="checkbox"/> Financial
<input type="checkbox"/> Child Care	<input type="checkbox"/> Language	<input type="checkbox"/> Age
<input type="checkbox"/> Work History	<input type="checkbox"/> Health	<input type="checkbox"/> Offender
<input type="checkbox"/> Transportation	<input type="checkbox"/> Clothing	<input type="checkbox"/> Other (Specify)
<input type="checkbox"/> Education	<input type="checkbox"/> Residency	_____

EMPLOYABILITY DEVELOPMENT PLAN/COUNSELING RECORD

15. Original
Change

16. Occupational Goal: _____

17. Alternate Goal: A. _____ B. _____

18. Program Activity: _____

19. Plan of Action: (Identify resources to overcome or remove barriers; list specific employment and training needs; describe specific services and activities to be developed and provided to meet those needs.)

20. SIGNATURES: I have read and agree with this plan(s)

477 PARTICIPANT _____ DATE _____

477 CASEMANAGER _____ DATE _____

JOB DESCRIPTION

Position : 477 Administrator

Location : 477 Program/Three Affiliated Tribes

Major Duties:

Administration of Tribal Employment Training and related service programs, including all programs integrated within Tribes 477 Demonstration and/or not limited to:

DOL - JTPA IV
DOL - JTPA II-B
HHS - JOBS
HHS - CCDBG
BIA - AVT/DE
BIA - TWEP

Skills and Knowledge:

Skills to plan, formulate, implement and execute Employment Training policies of Tribe. Extensive knowledge and background in Tribally operated DOL, HHS, and BIA programming with emphasis on budgeting and contracting.

Responsibilities:

1. Administration of 477 Program.
2. Maintain funding continuation from Federal Agencies.
3. Implementation of 477 Program.
4. Act as liaison between the Tribe, the Department of Labor, State Labor Department, HHS, and BIA on matters relative to program operations.
5. Coordinate training efforts with other programs, agencies, institutes, etc., to assure supportive services and training resources to meet the needs of participants.
6. Develop, coordinate and provide staff training to ensure all staff members are appropriately trained in order to allow for effective and efficient program operation.
7. Negotiate and make modifications to contract as applicable.
8. Maintain overall responsibility of 477 Program budgeting and oversight via Tribal indirect support offices.

Physical Effort:

Must be in good physical and mental health as position necessitates high degree of exposure to public, including travel, extensive written and verbal communication effort.

Job Description
477 Administrator continued

Working Conditions:

Office, segment, State and National settings.

Qualifications:

Must possess administrator/accounting degree or 10 years work experience in Tribal Government administration.

Supervision Exercised:

477 Program Staff

Supervision Received:

Three Affiliated Tribes Program Manager

JOB DESCRIPTION

Position : Case Manager I/Assistant Administrator

Location : 477 Program/Three Affiliated Tribes

Major Duties:

Case Manager will perform duties and responsibilities with all educational case clients in the areas of employment training services under the 477 Program. Also in absence or as delegated by Department Administrator, fullfill duties of administrator.

Skills and Knowledge:

Interviewing and counseling skills necessary, coupled with thorough knowledge of training, education and services availability in State to accomplish client and program goals and objectives.

Responsibilities:

1. Intake application review.
2. Assessment of client and testing.
3. Make referrals to appropriate agency(ies) if necessary.
4. Develop Employment Development Plan (EDP) with client, which includes: identifying needs and barriers of clients; outlines services available to meet those needs.
5. Provides counseling and moral support to client.
6. Completes final EDP with client that shows what program and client responsibilities will be if client is enrolled in program.
7. Client case staffing.
8. Enrollment of client.
9. Monitors satisfactory progress on clients.
10. Amends EDP when applicable.
11. Provides job development.
12. Maintains file Management, which includes daily client information to MIS Officer for data input.
13. Provides follow up on case management.
14. Monitors budgets for appropriate training programs.
15. Assists with end of year reporting.
16. Monitor the internal activities of department.
17. Supervision of 477 Staff in the absence of 477 Administrator.
18. Other duties as assigned by 477 Administrator.

Physical Effort:

Must be able to travel to on or off Reservation locations.

Job Description
Case Manager I/Assistant Administrator continued

Working Conditions:

Office, segments and State settings.

Qualifications:

10 years work experience and education in employment and education training or human services.

Supervision Exercised:

477 Staff

Supervision Received:

477 Administrator

JOB DESCRIPTION

Position : Case Manager II

Location : 477 Program/Three Affiliated Tribes

Major Duties:

Case Manager will perform duties and responsibilities with all AFDC/GA clients in the areas of employment training services under the 477 Program.

Skills and Knowledge:

Interviewing and counseling skills necessary, coupled with thorough knowledge of training, education and services availability in State to accomplish client and program goals and objectives.

Responsibilities:

1. Intake application review.
2. Assessment of client and testing.
3. Make referrals to appropriate agency(ies) if necessary.
4. Develop Employment Development Plan (EDP) with client, which includes: identifying needs and barriers of clients; outlines services available to meet those needs.
5. Provides counseling and moral support to client.
6. Completes final EDP with client that shows what program and client responsibilities will be if client is enrolled in program.
7. Client case staffing.
8. Enrollment of client.
9. Monitors satisfactory progress on clients.
10. Amends EDP when applicable.
11. Provides job development.
12. Maintains file Management, which includes daily client information to MIS Officer for data input.
13. Provides follow up on case management.
14. Monitors budgets for appropriate training programs.
15. Assists with end of year reporting.
16. Other duties as assigned by 477 Administrator.

Physical Effort:

Must be able to travel to on or off Reservation locations.

Working Conditions:

Office, segments and State settings.

Job Description
Case Manager II continued

Qualifications:

5 years work experience and education in employment and education training or human services.

Supervision Exercised:

None

Supervision Received:

477 Administrator

JOB DESCRIPTION

Position : Case Manager III

Location : 477 Program/Three Affiliated Tribes

Major Duties:

Case Manager will perform duties and responsibilities with client in the areas of employment training services under the 477 Program.

Skills and Knowledge:

Interviewing and counseling skills necessary, coupled with thorough knowledge of training, education and services availability in State to accomplish client and program goals and objectives.

Responsibilities:

1. Intake application review.
2. Assessment of client and testing.
3. Make referrals to appropriate agency(ies) if necessary.
4. Develop Employment Development Plan (EDP) with client, which includes: identifying needs and barriers of clients; outlines services available to meet those needs.
5. Provides counseling and moral support to client.
6. Completes final EDP with client that shows what program and client responsibilities will be if client is enrolled in program.
7. Client case staffing.
8. Enrollment of client.
9. Monitors satisfactory progress on clients.
10. Amends EDP when applicable.
11. Provides job development.
12. Maintains file Management, which includes daily client information to MIS Officer for data input.
13. Provides follow up on case management.
14. Monitors budgets for appropriate training programs.
15. Assists with end of year reporting.
16. Other duties as assigned by 477 Administrator.

Physical Effort:

Must be able to travel to on or off Reservation locations.

Working Conditions:

Office, segments and State settings.

Job Description
Case Manager III continued

Qualifications:

3 years work experience and education in employment and education training or human services.

Supervision Exercised:

None

Supervision Received:

477 Administrator

JOB DESCRIPTION

Position : Management Information Systems Officer(MIS)/Office Manager

Location : 477 Program/Three Affiliated Tribes

Major Duties:

Management Information Specialist/Office Manager will develop and implement a formal computerized management information system in organization and coordination of client and financial information for the 477 Program in decision making.

Skills and Knowledge:

Computer skills and financial knowledge to accomplish daily operations and transactions of the 477 Program.

Responsibilities:

1. Works collectively with case managers for data input concerning 477 participants, individual and whole, including such data as type of service received, time length of assistance, total dollars obligated and used, and service outcomes.
2. Analyze-allocation information, including total costs for specific types of services and data needed for service and financial reporting.
3. Maintains budget for 477 Program under directives of administrator.
4. Maintains accounts payable and financial files.
5. Resolves hardware/software problems and arranges for maintenance as required.
6. Assists oother department users on operation of new system.
7. Other duties as assigned by 477 Administrator.

Physical Effort:

Must be able to travel to on or off Reservation locations.

Working Conditions:

Office, segments and State settings.

Qualifications:

Degree with strong computer format and/or 5 years work experience in Tribal programming with computer and finance background.

Job Description
MIS Officer/Office Manager continued

Supervision Exercised:

None

Supervision Received:

477 Administrator



FORT BERTHOLD
COMMUNITY COLLEGE

SATISFACTORY PROGRESS REPORT

Month: _____

Participant's Name: _____

Program: _____

Grades are satisfactory in all classes Yes No.

Comments: _____

Attendance is satisfactory yes no

Comments: _____

Date: _____

Counseling Services



MANDAN, HIDATSA, & ARIKARA NATION

Three Affiliated Tribes • Fort Berthold Indian Reservation

HC3 Box 2 • New Town, North Dakota 58763-9402

TRIBAL BUSINESS COUNCIL

(701) 627-4781

Fax (701) 627-3805

In Reply Refer To:

MEMORANDUM

DATE:

TO: 477 PROGRAM

FROM: _____, TRIBAL SOCIAL WORKER

SUBJ: TWEP REFERRAL - CASE NO. _____

_____ is an eligible General Assistance recipient

and is being referred to the Tribal Work Experience Program.

This individual has a family size of _____ and the approved General Assistance

grant is \$ _____ per month.

DATE:

TO: _____, TRIBAL SOCIAL WORKER

FROM: 477 PROGRAM

SUBJ: TWEP ACCEPTANCE

_____ is approved to participate on the Tribal Work

(TWEP Referral)
Experience Program and will start at _____

(Place of Work Site)

on _____ under the supervision of _____

(Date)

Supervisor's Name

_____ will be receiving a \$100.00 work incentive, plus

(TWEP Referral)

the approved General Assistance grant amount.

XC: File