



Oglala Sioux Tribe
 HUMAN RESOURCES
 P.O. Box 439
 Pine Ridge, South Dakota 57770
 (605) 867-6014 * Fax (605) 867-1922



Please Post Please Post Please Post

The following Vacancy Announcements are now open for Application(s) with the OST Human Resource Department. For further information please contact the OST Human Resource Department at (605) 867-6014 or 867-6015. OST Applications can be downloaded at our website at www.oglalalakovation.net

Opening Date: September 12, 2022 Closing Date: September 23, 2022

22-117	Information Technology Specialist (2)	Department of Public Safety	Pine Ridge, So. Dak.
22-118	Tractor Trailer Driver	Food Distribution	Pine Ridge, So. Dak.
22-119	Data Coordinator	LIHEAP/CSBG	Pine Ridge, So. Dak.
22-120	Executive Secretary	LIHEAP/CSBG	Pine Ridge, So. Dak.
22-121	Water & Sewer Operator (2)	Water & Sewer	Pine Ridge, So. Dak.

RE-ADVERTISEMENTS

21-033	Administrative Assistant	Department of Corrections /JC	Pine Ridge, So. Dak.
21-041	Addiction Counselor Trainee (2)	Anpetu Luta Otipi	Pine Ridge, So. Dak.
21-042	Case Manager (1)	Anpetu Luta Otipi	Pine Ridge, So. Dak.
21-049	Treatment Coordinator (2)	Anpetu Luta Otipi	Pine Ridge & Kyle, So. Dak.
22-024	Family Support Services Case Manager (5)	Child Protection Services	Pine Ridge, So. Dak.
22-025	Family Support Service Specialist (2)	Child Protection Services	Pine Ridge, So. Dak.
22-026	Intake Investigations Supervisor	Child Protection Services	Pine Ridge, So. Dak.
22-027	Intake Specialist (2)	Child Protection Services	Pine Ridge, So. Dak.
22-029	ICWA Specialist (1)	Child Protection Services	Pine Ridge, So. Dak.
22-041	Coordinator	Department of Public Safety	Pine Ridge, So. Dak.
22-051	District Administrative Assistant	OST Administration	Porcupine CAP
22-055	District Service Center Manager	OST Administration	Reservation Wide
22-059	Sex Offender Compliance Officer	Department of Public Safety	Pine Ridge, So. Dak.
22-065	Shelter Advocate (1)	Victim Services	Pine Ridge, So. Dak.
22-076	Receptionist/Data Technician	Home Improvement	Pine Ridge, So. Dak.
22-077	Sexual Assault Advocate	Native Women's Health Care	Rapid City, So. Dak.
22-078	Cemetery Caretaker	Veteran's Cemetery	Kyle, So. Dak.
22-083	Business Manager	Child Care & Development	Pine Ridge, So. Dak.
22-088	STEAM Center Aide (7)	Child Care & Development	Reservation Wide
22-089	STEAM Center Teacher Assistant (3)	Child Care & Development	Reservation Wide
22-092	Hook Truck Driver (2)	Solid Waste Management	Pine Ridge, So. Dak.
22-093	Transfer Site Monitor (1)	Solid Waste Management	Reservation Wide

How to Apply:

SUBMIT A COMPLETE OST APPLICATION FOR EMPLOYMENT TO THE OST HUMAN RESOURCE DEPARTMENT NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. MAIL IN APPLICATIONS POSTMARKED ON THE CLOSING DATE WILL BE ACCEPTED. ATTACH ALL PERTINENT DOCUMENTATION, I.E., COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE, COPY OF OFFICIAL COLLEGE TRANSCRIPTS AND/OR COLLEGE DEGREE, CERTIFICATE OF INDIAN BLOOD IF CLAIMING INDIAN PREFERENCE AND DD214 IF CLAIMING VETERAN'S PREFERENCE. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Vacancy Announcement #22-117

Position: Information Technology Specialist (2)
(Non-exempt)
Salary: Grade Level 33/0
(\$46,841 per annum)
Program: Department of Public Safety
Location: Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

Position is under direct supervision of the OST Systems Administrator with oversight from the Chief of Police. Incumbent shall install, maintain, troubleshoot and upgrade computer hardware, software, personal computer networks, peripheral equipment and Department-wide electronic mail systems; assess user training needs and train users in effective use of applications; make recommendations regarding hardware and software acquisitions; prepare documentation and provide user assistance to Departmental staff; and perform related work as required at the E-911 Communication Center. Incumbent will work closely with the Public Safety Communications Supervisor to ensure that the telecommunications equipment and the E-911 system are addressed to meet the needs of Public Safety and the Pine Ridge Reservation. Incumbent shall work with the IT Supervisor to ensure that all Public Safety Personnel and E911 Communication services are met regarding hardware/software computer related "Information Technology" support services to the Oglala Sioux Tribe Department of Public Safety.

Specific Duties

1. Install, configure, and upgrade operating systems and software, using standard business and administrative packages; may modify specific applications for use in operational departments.
2. Rotate on call status for the 911 Communications department with the other IT staff members.
3. Install, assemble, and configure computers, monitors, network infrastructure, and peripherals such as printers, scanners, and related hardware; pull cables and rewire or direct the rewiring of cables as required for new installations and office reconfiguration.
4. Troubleshoot problems with computer systems, including troubleshooting hardware and software, e-mail, network and peripheral equipment problems; make repairs and corrections where required.
5. Act as a technical resource in assisting users to resolve problems with equipment and data; implement solutions or notify outsourced providers as required.
6. Assist in instructing department staff in the use of standard business and administrative software, including word processing, spreadsheets and database management; provide instruction or written documentation where required.
7. Perform other duties of a similar nature or level to maintain E-911 system.
8. Assist in planning, design, research, and development of all technology related issues within the department.
9. Help to monitor Digital/Analog Radio Systems utilized by the Public Safety Law Enforcement and Communication Officers.
10. Interface with all users to ensure clear lines of communications.
11. Perform daily/weekly/monthly backups of finance and Public Safety software databases to ensure data is secure.
12. Administrator services for various types of data networks including, but not limited to, enterprise systems, LAN, WAN, VPN, client-server, and Internet access
13. Create, maintain, and upgrade website for the department.
14. Install and update Microsoft updates.
15. Install and update antivirus.
16. Install and maintain police vehicle evidence and body camera data.
17. Other duties as assigned by supervisor.

Requirements and Knowledge

1. Computer hardware, software, and peripherals such as central processing units, servers, monitors, cables, network systems, printers, plotters, and modems.
2. Functions, operations, and technology related to department's financial, business, and administrative applications and related hardware and software.
3. Current technology related to department applications, networks, and telecommunications and the equipment and software required to maximize system support.
4. Procedures for installing, configuring, upgrading, troubleshooting, and repairing applicable software, hardware, and peripherals.
5. Principles, practices, hardware, and software related to the establishment and maintenance of the Public Safety Department software systems.
6. Techniques for explaining technical concepts and procedures to non-technical users.
7. Work with the IT Manager and Contracts Department to assist in applying for grants to enhance Public Safety's LAN systems.
8. Install, configure, and upgrade operating systems and software using primarily standard financial, business, and administrative application practices.
9. Install, configure, assemble, and repair computers, monitors, network infrastructure, and peripherals such as printers and related hardware.
10. Monitor the department's LAN systems.
11. Troubleshoot and solve hardware and software problems.
12. Instruct users on new or upgraded computer applications and hardware.
13. Use initiative and independent judgment within established guidelines and procedures.
14. Organize own work by setting priorities and meeting critical time deadlines.
15. Communicate effectively with co-workers, subordinates, superiors, the general public, representatives of public and private organizations, and others sufficient to exchange or convey information.
16. Show and maintain ongoing training or certifications in the IT areas.
17. Must be in good physical condition and will be required to have yearly physical examinations.
18. Must comply with the Oglala Sioux Tribe Tribal Drug Free Policy and submit to random drug testing.
19. Must have a strong understanding and knowledge of the Lakota history, culture, and philosophies.
20. Must have excellent computer and electronic skills

Qualifications

1. Minimum of an Associate of Arts or Associate of Applied Science in Computer Science, Information Technology, or a related field **OR** High School/GED with five (5) years of general computer installation, maintenance, and/or repair experience.
2. No misdemeanor or convictions in the past one (1) year.
3. Must have never been convicted of a felony.
4. Never been convicted of domestic violence.
5. Must have a valid driver's license with no violations.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will receive a provisional offer of employment and the offer is contingent upon the results of a full background check and alcohol/drug test."

Vacancy Announcement #22-118

Position: Tractor Trailer Driver
(Non-exempt)

Salary: Grade Level 27/0
(\$38,106 per annum)

Program: Food Distribution

Location: Pine Ridge, So. Dak.

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The Tractor Trailer Driver hauls commodity food to the districts served by the Commodity Program to resupply the Commodity Warehouse in Wanblee. Performs maintenance and upkeep of Tractor Trailer. Also loads/unloads incoming trucks and has knowledge of proper Food Distribution processes. Tractor Trailer Driver is under the direct supervision of the Warehouse Foreman.

Specific Duties:

1. Performs duties in such a manner as to protect equipment, cargo and private and public property. Establishes safe working conditions.
2. Performs routine maintenance on tractor trailer and program fleet.
3. Assists as needed with all Warehouse duties, to include the food issue line and related duties.

Requirements and Knowledge:

1. Must have sufficient mechanical skills and knowledge of trucks to maintain them and make minor repairs on the highways.
2. Must abide by all policies and guidelines of the program and the Oglala Sioux Tribe's Personnel Policies and Procedures.
3. Must be able to follow verbal and written orders and instructions.
4. Must be able to maintain a good working relationship with other employees and with the public.
5. Must be able to accurately fill out the forms provided by the Oglala Sioux Tribe's office when applicable.
6. Must be able to work in all types of weather, i.e., extreme heat, cold, rain, etc.
7. Must be able to stack and load various types of commodities by manual labor without difficulty. Heavy lifting is involved, therefore applicant must be in excellent physical health (no existing or pre-existing back problems).
8. Certificate of Blood Degree required.

Qualifications:

1. Required to have and maintain a Commercial Driver's License (CDL).

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-119

Position: Data Coordinator
(Non-exempt)

Salary: Grade Level 15/0
(\$25,218. per annum)

Program: LIHEAP/CSBG
(Low Income Home Energy Assistance Program)

Location: Pine Ridge, So. Dak.

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The Data Coordinator will develop a client data base for LIHEAP program and will generate reports when necessary. The Data Coordinator will be under the direct supervision of the LIHEAP Director. The Data Coordinator will supervise the Data Technician/Maintenance Man.

Specific Duties:

1. Process energy inventory data through the use of a computer
2. Maintain daily budget balances through daily expenditures entered into the computer.
3. Screen and certify Energy Assistance Applications eligibility.
4. Prepare necessary authorizations for signatures in acquiring energy needs for eligible households
5. Enter and update data on all clients
6. Extract data and produce required reports from the computer.
7. Make referrals as needed for clients in need of services the program cannot provide
8. Other duties as assigned.

Requirements and Knowledge:

1. Required to be knowledgeable of other programs within the office.
2. Must be able to operate a computer
3. Must communicate well with the Lakota People.
4. Bilingual preference, not mandatory.

Qualifications:

1. Associate Degree in Computer Science preferred **or** HS Diploma/GED and 8 years of work/supervisory experience required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-120

Position: Executive Secretary
(Non-exempt)

Salary: Grade Level 17/0
(\$27,014 per annum)

Program: LIHEAP/CSBG
(Low Income Home Energy Assistance Program)

Location: Pine Ridge, So. Dak.

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The Executive Secretary will maintain LIHEAP (Low Income Home Energy Assistance Program) and CSBG (Community Service Block Grant) program records and maintain cuff accounts of program funds. The Executive Secretary must have the ability to work under pressure and perform office duties efficiently. The Executive Secretary will be under the direct supervision of the Program Director

Specific Duties:

1. Prepare program correspondence, reports, requisitions, vouchers, travel authorizations, travel reports, time sheets, and other business needed by program.
2. Order supplies and materials as needed.
3. Coordinate and record meetings and workshops.
4. Monitor expenditures on a daily basis.
5. Assist in compiling data for program reports.
6. Answer the telephone and take messages for appropriate staff.
7. Other related duties as assigned by the Program Director.

Requirements and Knowledge:

1. Must be familiar with the OST Personnel Policies and Procedures Manual.
2. Must be familiar with the OST Financial Management Manual.
3. Must have the ability to establish and maintain a professional and effective working relationship with the public and Fiscal Accounting Office.
4. Must maintain HIPAA Certification.

Qualifications:

1. Must possess a minimum of a HS/GED with at least one (1) year of secretarial experience.
2. Must have one (1) year experience working with computers (word processing, spreadsheets).

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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Vacancy Announcement #22-121

Position: Water and Sewer Operator (2)
(Non-exempt)
Salary: Grade Level 22/0
(\$32,084 per annum)
Program: Water & Sewer
Location: Pine Ridge, So. Dak.
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Water and Sewer Operator position is with the OST Water and Sewer Department (OSTW&S) located in Pine Ridge, SD. The Water and Sewer Operator is responsible for operating and maintaining public water systems (PWSs) located throughout the Pine Ridge Indian Reservation. Those PWSs are located in Allen, Calico, Evergreen, Pine Ridge, Potato Creek, Wakpamni, Wanblee, Wolf Creek, Wounded Knee, North Martin, Martin (Sunrise Housing) and Red Rock. The Water and Sewer Operator is also responsible for the operation and maintenance of all tribally owned community sewage systems (CSSs) located throughout the reservation. Those CSSs are located in Allen, Batesland, Evergreen, Kyle, Manderson, Martin (Sunrise Housing), Oglala, Pine Ridge, Porcupine, Potato Creek, Red Shirt, Sharps Corner, Wakpamni, Wanblee, Wolf Creek, and Wounded Knee. The Water and Sewer Operator will be under the direct supervision of the Director of the OST Water and Sewer Department.

Specific Duties:

1. Maintain a regular inspection schedule that will be set up by the immediate supervisor for OST W&S PWSs and CSSs.
2. Operate and maintain OST W&S PWSs and CSSs in an efficient manner and in accordance with any applicable tribal utility bylaws, polices, and/or codes and in a manner that promotes and protects public health.
3. Perform needed maintenance and repairs (plumbing and electrical) on OST W&S PWSs and CSSs ensuring that these systems are operating as required. This may include, but is not limited, to the following:
 - a. Install any materials or parts that may be required.
 - b. Install water mains, sewer mains, gate valves, hydrants, or other materials in accordance with Tribal and/or Federal regulations or codes.
 - c. Install water or sewer service line connections in accordance to any Tribal and/or Federal regulations or codes.
 - d. Perform ground maintenance at OST W&S PWSs and CSSs and other properties.
4. Service and perform needed maintenance on tools, equipment, vehicles, and machinery used by the OST W&S.
5. Will be required to work Saturday & Sunday of their on-call week and also may be called in on emergency basis. The director will assign the on-call schedule.
6. Perform service-related calls at OST W&S user sites.
7. Maintain accurate daily logs that will be turned in to the immediate supervisor on a bi-weekly basis (but may be reviewed as needed by the supervisor).

8. Maintain accurate records at each pump house, lift station, or any other work station where accurate records are required or as directed by the immediate supervisor.
9. Collect any water samples that may be required to ensure that OST W&S PWSs are in compliance with applicable Tribal and/or Environmental Protection Agency (EPA) rules and regulations.
10. Collect any sewage samples that may be required to ensure that any OST W&S CSS discharges are in compliance with applicable Tribal and/or EPA rules and regulations.
11. Assist and accompany OST W&S contractors, other Tribal departments, Indian Health Services, and regulatory agencies in surveys and investigations at OST W&S PWS and CSS facilities.

Requirements and Knowledge:

1. Must gain knowledge in a LaMotte DC 1500 chlorometer used for testing bacteria in monthly water sampling in all communities within six months (6) of hire.
2. Must gain knowledge in sampling of the (TSS) Total Suspended Solids and (BOD's) Biochemical Oxygen Demand and record results to be relayed to the director for EPA standards. Monitor (PH) hydrogen ion levels in discharge of waste water within six (6) months of hire.
3. Maintain and operate discharge procedures of lagoons.
4. Be able to monitor vegetation growth in lagoons & berm control.
5. Monthly reports on erosion maintenance for all lagoons.
6. Maintain (4) lift sewage stations. Empty sewage baskets with PPE suits when required.
7. Pull sewage pump motors for regular yearly maintenance.
8. Must possess the ability to work efficiently and dependably with minimal direction.
9. Must be able to obtain a Class I Wastewater Collection or Class I Water Distribution or Class I Water Treatment Certification within one (1) year of being hired.
10. Must have basic knowledge of tools, materials, and methods required to properly operate and maintain PWSs and CSSs.
11. Must be able to lift 100 lbs.

Qualifications:

1. Must be a high school graduate or equivalent GED.
2. Must possess a valid driver's license.
3. A minimum of one (1) year experience in water or wastewater sampling techniques, construction and operation of PWSs (Public Water Systems) and CSSs (Community Sewage Systems) preferred.
4. CDL preferred or must be able to obtain within (1) year of hire.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #21-033

Position: Administrative Assistant
(Non-exempt)
Salary: Grade Level 15/0 – 18/0
(\$25,218 - \$27,959 per annum)
Program: Department of Corrections/Justice Center
Location: Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

This position is within the correctional facility and will be under the direct supervision of the Facility Administrator. Responsible to perform a wide variety of office support duties related to the function and contract requirement. Will include clerical duties, reception, typing, word processing, data entry, record keeping, filing, and administrative tasks assigned by the Facility Administrator.

Provide clerical services and coordinate necessary information within the administration of the Oglala Sioux Tribe Department of Corrections Justice Center.

Specific Duties:

1. Provide efficient and professional administrative support to the correctional program. Work involves the compilation and tracking of reports or information, data collection, statistical format of reports, and documentation of certain activities regarding the support areas of the correction program.
2. Provide filing. Organize and accurately maintain files of inmates and personnel to be in compliance with the Privacy Act and keep as sensitive confidential information.
3. Mail and track mail transactions of the inmates and facility.
4. May correspond, document, or relay information to other entities on behalf of the Facility Administrator or Director of Corrections.
5. Handle incoming telephone calls, screen and redirect where appropriate.
6. Assist with reviewing timesheets, tracking employee's annual leave, sick leave, and comp time leave, update staff contact information and ensure employees personnel files are updated.
7. Type requisitions, accounts payable vouchers, personnel action notices, timesheets, etc. Ability to type accurately at a minimum of 40 words per minute.
8. Be familiar with word processing, spreadsheet and database software.
9. Will ensure all processes are in compliance with federal regulations.

10. Provide assistance with stock, inventory of supplies, and materials of the facility.

Requirements and Knowledge:

1. Must possess the highest level of confidentiality in regard to all law enforcement reports/records, personal and personnel information, and sensitive or protected program information.
2. Must have knowledge of the Privacy Act, Freedom of Information Act, and the confidentiality rule as they apply to federal guidelines and HIPPA Regulations.
3. Ability to establish priorities, work independently, and proceed with objectives with little or no supervision.
4. Continuing education and training remain essential in this position as office automation persists to develop. Incumbent needs to be adaptable and flexible for changing office needs.
5. Will pass a background investigation and will be required to participate in random drug testing.
6. Must have the ability to meet and deal successfully with the public, keen powers of observation, high moral standards, integrity stability, courage and firmness, good judgment, good appearance, ability to converse clearly, and the ability to write and type reports and required pertinent correspondence.

Qualifications:

1. Associates Degree in Business or related field **preferred**. High School/GED with three (3) years of related work experience **required**.
2. Must be **twenty-one (21)** years of age.
3. Valid driver's license required.
4. Must have no misdemeanors in the previous year (1) excluding minor traffic violations or during employment.
5. No felony convictions in lifetime.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #21-041

Position: Addiction Counselor Trainee (2)
 (Non-exempt)
Salary: Grade Level 16/0
 (\$26,100 per annum)
Program: Anpetu Luta Otipi
Location: Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Addiction Counselor Trainee (Level I) is a behavioral health paraprofessional that has committed himself/herself to developing specific knowledge, skills, and abilities related to the twelve core functions of substance abuse counseling. The Addiction Counselor Trainee assists in the administration of counseling services among populations of both youth and adults residing on the Pine Ridge Reservation. The Addiction Counselor Trainee is supervised by a Licensed Addiction Counselor (LAC) or a Certified Addiction Counselor (CAC) and is required to apply for formal "Trainee" status after the successful completion of the probation period. The Addiction Counselor Trainee status is for a period no longer than two years after which time the Addiction Counselor Trainee agrees to obtain state certification.

Specific Duties:

Administrative

1. File client data in accordance with program policies and procedures. Anpetu Luta Otipi (ALO) has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Document addiction counseling services using ALO's data management system in a manner that is timely and accurate.
3. Complete required documentation for client admission, discharge, referral, and continued care.

Technical

1. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide the facilitation of group and individual counseling sessions.
3. Manage an assigned client caseload where the Addiction Counselor Trainee serves as a guide through the treatment and recovery process while using a healing plan, aftercare plan, and progress notes to chart each client's success.
4. Utilize appropriate processes to screen and assess individuals who are being considered for admission to ALO's addiction-related services or who are thought to have a substance abuse disorder.
5. Assist in the coordination of individualized addiction-related services that are deemed to be the most appropriate for the client.
6. Make regular progress on academic work required for certification as demonstrated by documentation of successful course completion.

Other Client and Public Services

1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
2. Participate in weekly client staffing.
3. Prepare and deliver information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professional code of ethics described in Standards Manual of the South Dakota Board of Addiction and Prevention Professionals (BAPP).
5. Perform all other duties as assigned by the direct supervisor or program director.

Requirements and Knowledge:

1. Must obtain, within five years from the date of hire, state certification in addiction counseling.
2. Must be able to demonstrate previous experience and cultural competency in working with American Indian clients.
3. Must participate in all required staff development training.
4. Must have functional knowledge of Microsoft Office Suite software including Word, PowerPoint, Publisher, and Excel.
5. Must adhere to confidentiality regulations in accordance with 42CFR and HIPAA.
6. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
7. Must be able to respond to any client emergency during work/duty hours.
8. Must abide by Anpetu Luta Otipi program policies and procedures.
9. Must take and pass a physical exam and TB skin test.
10. Must obtain Basic First Aid training within 6 months of hire.

Qualifications:

1. Must possess at a minimum, a high school diploma or GED certificate. Bachelor's Degree in human service, social work, behavioral science, or related field **preferred.**
2. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
3. Must have no prior felony convictions in the last five years.
4. Must have no misdemeanor convictions in the past one (1) year (excluding minor traffic violations).

How to Apply:

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RE-ADVERTISED

Vacancy Announcement #21-042

Position: Case Manager
(Non-exempt)
Salary: Grade Level 29/0
\$40,820 per annum
Program: Anpetu Luta Otipi
Location: Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Case Manager is a social work professional responsible for the implementation of phase III (Case management and recovery plan development), and phase IV (Client follow-up) of client services. The Case Manager works with the client to develop a unique recovery/discharge plan and ensures that appropriate resources are arranged to maximize long-term success.

Specific Duties:

Administrative

1. File client data in accordance with program policies and procedures. Anpetu Luta Otipi (ALO) has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Document client services using ALO's data management system in a manner that is timely and accurate.

Technical

1. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide the planning and implementation of client services.
3. Manage an assigned client caseload where the Case Manager serves as a guide through the treatment and recovery process while using a recovery plan and progress notes to chart each client's success.
4. Utilize appropriate processes to screen and assess individuals for addiction and mental health issues.
5. Lead the coordination of individualized behavioral health services that are deemed to be the most appropriate for the client.
6. Make regular progress on academic work required to secure or maintain licensing as demonstrated by documentation of successful course completion.

Other Client and Public Services

1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
2. Participate in weekly client staffings.
3. Prepare and deliver information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.

4. Maintain the professional code of ethics described by the National Association of Social Workers (NASW)
5. Perform all other duties as assigned by the direct supervisor or program director.

Requirements and Knowledge:

1. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
2. Must maintain sobriety throughout the duration of employment.
3. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
4. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
5. Must have functional knowledge of Microsoft Office Suite software including Word, PowerPoint, Publisher, and Excel.
6. Must have strong written and verbal communication skills. The amount of writing required of Case Manager is considered moderate to high.
7. Must adhere to confidentiality regulations in accordance with 42CFR and HIPAA.
8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
9. Must be able to respond to any client emergency during work/duty hours.
10. Must abide by Anpetu Luta Otipi program policies and procedures.
11. Must take and pass a physical exam and TB skin test.

Qualifications:

1. Bachelor's Degree required. Bachelor's Degree in Social Work **preferred**.
2. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
3. Must have no prior felony convictions in the last five (5) years.
4. Must have no misdemeanor convictions in the past one (1) year (excluding minor traffic violations).

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #21-049

Position: Treatment Coordinator (2)
(Non-exempt)
Salary: Grade Level 35/0
(\$50,178.00 per annum)
Program: Anpetu Luta Otipi
Location: Kyle & Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Treatment Coordinator is a behavioral health professional that utilizes his/her technical knowledge, skills, and abilities to promote healthy lifestyle choices and freedom from harmful addictions. The Treatment Coordinator is responsible for utilizing Anpetu Luta Otipi's unique philosophical paradigm/theory of change to plan and implement a continuum of services aimed to curb the abuse of alcohol, commercial tobacco, and other drugs (ATOD's). The current services administered by the program include: prevention education; alcohol and drug screening and diagnostics; early intervention, outpatient treatment, residential treatment, and recovery support. The Treatment Coordinator develops and manages staffing schedules that meet programming needs and maximize public access to competent addiction services.

The Treatment Coordinator provides training, technical assistance, and supervision for team members in order to develop organization capacity within the 12 core counseling functions. The Treatment Coordinator must possess a firm understanding of the evidence-based practices and the contemporary behavioral health literature. The Treatment Coordinator will work with evaluation/epidemiology team to collect relevant evaluation data to determine the short- and long-term impacts of Anpetu Luta Otipi. While the majority of work will be related to providing direct services to clients, the Treatment Coordinator must develop a general understanding of public health strategies demonstrated to curb commercial tobacco, alcohol, and drug use at a population level. The Treatment Coordinator will be required to obtain certain licensing and must participate in continued on-going training in order to maintain employment.

Specific Duties:

Administrative

1. Supervise the filing of client data in accordance with program policies and procedures. Anpetu Luta Otipi (ALO) has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Supervise the documentation of addiction counseling services using ALO's data management system in a manner that is timely and accurate.
3. Supervise the completion of required documentation for client admission, discharge, referral, and continued care.
4. Manage staffing schedules in order to maintain consistent addiction treatment services.

Technical

1. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide the facilitation of group and individual counseling sessions.
3. Supervise client case management within outpatient and/or residential programs to ensure that each client entering a treatment program receives a healing plan, aftercare plan, and appropriate progress notation charting each client's success.
4. Ensure the utilization of appropriate processes to screen and assess individuals who are being considered for admission to ALO's addiction-related services or who are thought to have a substance abuse disorder.
5. Supervise the coordination of individualized addiction-related services that are deemed to be the most appropriate for each client.

6. Conduct weekly quality assurance reviews of client case files.
7. Make regular progress on academic work required for certification as demonstrated by documentation of successful course completion.

Other Client and Public Services

1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
2. Lead weekly "client staffing" where client case management concerns are discussed.
3. Prepare and deliver public health information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professional code of ethics described in Standards Manual of the South Dakota Board of Addiction and Prevention Professionals (BAPP).
5. Perform all other duties as assigned by the clinical director and program director.

Requirements and Knowledge:

1. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
2. Must maintain sobriety throughout the duration of employment.
3. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
4. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
5. Must have functional knowledge of Microsoft Office Suite software including Word, PowerPoint, Publisher, and Excel.
6. Must have strong written and verbal communication skills. The amount of writing required of Treatment Coordinator is considered moderate to high.
7. Must adhere to confidentiality regulations in accordance with 42CFR and HIPAA.
8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
9. Must be able to respond to any client emergency during work/duty hours.
10. Must abide by Anpetu Luta Otipi program policies and procedures.
11. Must take and pass a physical exam and TB skin test within the 90-day probation period after being hired.

Qualifications:

1. Master's Degree in Social Work, Counseling, or other related behavioral health field **required**.
2. Two (2) years' work experience implementing the 12 core functions of addiction counseling **required**.
3. Must possess a Licensed Addiction Counselor (LAC); Licensed Practicing Counselor (LPC); or Qualified Mental Health Professional (QMHP) in good standing with any state or tribal accrediting agency.
4. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
5. Must have no prior felony convictions in the last five years.
6. Must have no misdemeanor convictions in the past one (1) year (excluding minor traffic violations).

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #22-024

Position: Family Support Services Case Manager (5)
(Non-Exempt)

Salary: Grade Level 22/0
(\$32,084 per annum)

Program: Child Protection Services
Location: Pine Ridge, So. Dakota

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The Family Support Services Case Manager is responsible for working with the child and family to determine/identify their strengths and needs, and securing the necessary resources to provide for the identified needs. The FSS Case Manager will be responsible for various administrative responsibilities. The FSS Case Manager will also serve as the liaison with contracted service providers regarding individual client delivery options and issues. The FSS Case Manager will be under the supervision of the Family Support Specialist Supervisor.

Specific Duties:

1. Assess the needs of the child and family and ensure that all necessary intake/screening, evaluation, and diagnostic activities are completed as required.
2. Participate with the child and family in the development of the child and family service plan.
3. Identify necessary services and provide as appropriate.
4. Identify available resources including entitlement programs to meet the identified needs of the child and family.
5. Conduct required monthly face-to-face home visits and complete monthly report forms to submit to FSS Supervisor to verify.
6. Monitor children during placement, refer child to other agencies for resources of traditional services as needed.
7. Prepare written reports as required.
8. Prepare documentation and participate in all required court activities.
9. Conduct ongoing case review with family, project staff, outside placement agencies, and others as determined necessary.
10. Prepare and present court reports and permanency plans for court hearings.
11. Work cooperatively with Family Developer (parental aide) to determine best possible placement for the child.
12. Available for on-call services according to developed schedule.
13. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must be bi-lingual or have a good understanding of Lakota culture, traditions, medicine men, traditional methods of healing and treatment (custom law), etc.
2. Must have knowledge of child development, foster care, and the operations of child welfare services.
3. Must have the skills to apply policy and procedures related to the treatment and care of children and adolescents and related to effectively involving family members.
4. Must have knowledge of records management electronic and manual.
5. Must have knowledge of the Policies and Procedures of the Oglala Sioux Tribe.
6. Must have knowledge of court procedures and protocols.
7. Knowledge in effective case management and ability to communicate effectively orally and in writing.
8. Must have knowledge and understanding of systems of care, wraparound services, and strengths-based planning and service delivery.
9. Must be alert and intelligent and able to maintain flow of work under pressure of constant demands.
10. Must be flexible and use good judgment in handling differing personalities and emergency situations.
11. Must be able to work independently and maintain accuracy under pressure of meeting deadlines.
12. Must be able to maintain accurate records and statistics.
13. Must be accurate in financial matters involving foster parent billing and placement data.
14. Must have basic computer skills.

Qualifications:

1. Associates Degree in Social Work or Human Services preferred.
2. Must have High School Diploma or GED with 8 years of work experience.
3. Valid driver's license required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-025

Position: Family Support Service Specialist (2)
(Non-exempt)
Salary: Grade Level 22/0
(\$32,084 per annum)
Program: Child Protection Services
Location: Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Family Support Service Specialist is responsible for gathering detailed information from the public agency providers and community members regarding reports of alleged child abuse and/or neglect. The FSS Specialist works with the tribal court system, including testifying when children are placed in the custody of the tribe. The FSS Specialist finds extended family and/or foster families for children when out of home placement is indicated. The FSS Specialist is under the supervision of the Intake Investigations Supervisor.

Specific Duties:

1. Review reports of child abuse and/or neglect by the Intake workers and screened by the Intake Investigations Supervisor.
2. Complete Risk Assessments with families alleged to have maltreated their child(ren) including assessments of safety threats to children.
3. Make a determination about removal of child(ren) from an unsafe environment and if a TECO needs to be filed with the Juvenile Prosecutor of the Oglala Sioux Tribal Court.
4. Must complete court reports for 72-hour hearings and all other hearings while in investigations and prior to transfer to case management.
5. Provide intervention services with families after a determination has occurred that conditions in the home threaten child safety.
6. Provide ongoing safety management through out-of-home placement of child(ren) or an in-home safety plan when child(ren) remain in the home.
7. Identify and locate relatives for possible placement resources for children placed in out-of-home care in conjunction with the Family Developer if necessary.
8. Responsible for the completion and submission of Title IV-E Hypothetical Application with court order to State Determination Specialist for eligibility.
9. Must complete face-to-face visitation on a monthly basis while in investigations.
10. Must be on-call as per schedule.
11. Generate a report of substantiation or non-substantiation and forward to supervisor for closure of transfer to case management for services.
12. Complete case transfer checklist to forward to Case Management Services.

13. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must be culturally sensitive, knowledgeable of Lakota protocol, and experienced with culturally diverse, strength-based service delivery approaches.
2. Must have knowledge of child development, child protection, foster care, and the operations of child welfare services.
3. Must be familiar with electronic records system to input data.
4. Must have the skills to apply policy and procedures related to the treatment and care of children and adolescents and related to effectively involve family members.
5. Must demonstrate skills and knowledge in case coordination and be able to communicate effectively orally and in writing.
6. Must be willing to use traditional and cultural means to achieve satisfactory results.
7. Must have knowledge and understanding of systems of care, wraparound services, and strengths-based planning and service delivery.
8. Must be alert, intelligent, and able to maintain flow of work under pressure of constant demands.
9. Must be flexible and use good judgment in handling differing personalities and emergency situations.
10. Must be able to work independently and maintain accuracy under pressure of meeting deadlines.
11. Must be able to maintain accurate records and documentation.
12. Must have basic computer skills.
13. Have a basic understanding of the investigative process.

Qualifications:

1. Associate Degree in Social Work or Human Services **preferred**.
2. Must have High School Diploma or GED with 8 years of work experience.
3. Valid driver's license required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-026

Position: Intake Investigations Supervisor
(Non-exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Child Protection Services
Location: Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Intake Investigations Supervisor is responsible for gathering detailed information from the public agency providers and community members regarding reports of alleged child abuse and/or neglect. The Intake Investigations Supervisor works with the tribal court system including testifying as a substitute for FSS Specialist when children are placed in the custody of the tribe. The Intake Investigations Supervisor finds extended family and/or foster families for children when out of home placement is indicated and practices the Alternative Response Model to keep children safely in their home. The Intake Investigations Supervisor responds to emergencies regarding reports of alleged child abuse and/or neglect on a 24-hour basis. The Intake Investigations Supervisor is under the supervision of the CPS Director.

Specific Duties:

1. Reviews reports of child abuse and/or neglect and determines appropriate agency response for Intake workers on a daily basis, utilizing screening tools to determine the outcome of reports.
2. Oversees completion of Risk Assessments by FSS Specialist with families alleged to have maltreated their child(ren) including safety threats to child(ren). Substantiates and opens investigations and assigns FSS Specialist.
3. Determine if TECO (temporary emergency custody order) is required. Knowledge of Title IV-E court language in court orders is required.
4. Oversees FSS Specialist performing ongoing safety management through out-of-home placement of child or an in-home safety plan when child(ren) remain in the home.
5. Maintains data tracking system to determine number of intake calls per month, number of cases opened and closed, number of cases assigned to FSS Specialist, number of Title IV-E Hypothetical Applications completed and approved and number of risk assessments completed; and submits reports to the Child Protection Services Program Director on a monthly basis.
6. Supervises and signs on CATA Time Study on a quarterly basis as required by funding agency.
7. In coordination with the Family Developer, identifies and locates relatives for possible placement resources for children placed in out-of-home care.
8. Transfers cases to case management with all required forms completed in a timely manner as required by established timeframes.
9. Oversees completion for Title IV-E Hypothetical Applications by FSS Specialist and submittal to appropriate state agency for review and determination of Title IV-E eligibility.

10. Procures appropriate training staff.
11. Performs mandatory reporting training in community and school settings when requested.
12. Responsible for professional development plans for staff to assure optimum performance.
13. Works cooperatively with the OST Court.
14. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must be culturally sensitive, knowledgeable of Lakota protocol, experienced with culturally diverse, strength-based service delivery approaches.
2. Must have knowledge of child development, child protection, foster care, and the operations of child welfare services.
3. Must demonstrate skills and knowledge in case coordination, and be able to communicate effectively orally and in writing.
4. Must be willing to use traditional and cultural means to achieve satisfactory results.
5. Must have knowledge and understanding of systems of care, wraparound services, and strengths-based planning and service delivery.
6. Must have the skills to apply policy and procedures related to the treatment and care of children and adolescents and related to effectively involving family members.
7. Must have knowledge of OST Policies and Procedures.
8. Must be flexible and use good judgment in handling differing personalities and emergency situations.
9. Must maintain the on-call schedule for on-call staff.
10. Must be able to maintain accurate records and documentation in a timely manner.
11. Must be actively involved and oversee FSS Specialist participation in Multidisciplinary Task Force, Child Protection Team, and SART meetings.
12. Must have computer skills and knowledge of electronic record systems.
13. Must have knowledge of Alternative Response Model to keep children safely in their home.

Qualifications:

1. Bachelor's Degree in Social Work or Human Services preferred. BS/BA Degree **required**.
2. Two (2) years' experience in social services related setting (working with children/families) or any related field.
3. Valid driver's license required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-027

Position: Intake Specialist (2)
(Non-Exempt)

Salary: Grade Level 15/0
(\$25,218 per annum)

Program: Child Protection Services

Location: Pine Ridge, So. Dakota

Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Intake Specialist is responsible for gathering detailed information from the reporting parties, schools, Indian Health Service providers, and community members regarding reports of alleged child abuse and/or neglect. The Intake Specialist responds to emergencies regarding reports of alleged child abuse and/or neglect and is required to participate in 24-hour on-call basis as scheduled. The Intake Specialist is under the supervision of the CPS Intake/Investigations Supervisor.

Specific Duties:

1. Record reports of child abuse and/or neglect by extracting data regarding names, addresses, social security numbers and any other demographics on a referral sheet entitled "Wakanyeya Report" and other pertinent data with accuracy.
2. Collect information from collateral contacts to verify information on report form.
3. Keep a detailed record of all national, state, and tribal resources, agencies, and programs in a directory for quick access.
4. Complete Title IV-E Hypothetical Applications as assigned by Intake/Investigations Supervisor.
5. Maintains data tracking system to determine number of Intake calls per month, number of ICWA calls received and forwarded, number of on-call reports per month, number of Title IV-E Hypothetical Applications completed. Compiles data into a report to the Intake/Investigations Supervisor on a monthly basis.

6. Must completely understand and practice confidentiality and front door responsibilities.
7. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of child development, child protection, foster care, and the operations of child welfare services.
2. Must demonstrate skills and knowledge in case coordination, child protection, foster care, and the operation of child welfare services.
3. Must be alert, intelligent, and able to maintain flow of work under pressure of constant demands.
4. Must be flexible and use good judgement in handling differing personalities and emergency situations.
5. Must be able to maintain accurate records.
6. Must have basic computer skills and knowledge of electronic records systems.

Qualifications:

1. Associates Degree in Social Work or Human Services preferred.
2. Must have High School Diploma or GED with 8 years of work experience.
3. Must have reliable transportation and valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-029

Position: ICWA Specialist
(Non-Exempt)
Salary: Grade Level 17/0
(\$27,014 per annum)
Program: Child Protection Service
Location: Pine Ridge, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The ICWA Specialist will provide primary management of Indian Child Welfare cases. The ICWA Specialist will provide input into intervention plans and work closely with state and federal courts systems on Indian Child Welfare cases. The ICWA Specialist will be under the supervision of the IV-B & ICWA Supervisor.

Specific Duties:

1. Provide counseling for clients before they go through state court.
2. Assist state agencies in planning of ICWA cases.
3. Maintain reports on groups and assess individual case plans on ICWA cases in state court proceedings, provide input on behalf of tribal and state court proceedings.
4. Will have access for all referrals that include foster care and for counseling.
5. Responsible for transportation of children under ICWA.
6. Coordinate placements with investigations, home studies, progress reports, and assessments for all children/families under ICWA.
7. Develop follow-up on Reunification Plans for families and children.
8. Prepare legal paperwork for the Oglala Sioux Tribe to intervene or transfer children from state courts back to families.
9. Review all ICWA petitions; determine jurisdiction, intervention, and monitoring.
10. Research eligibility through Enrollment Office and provide on-going management.
11. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Knowledge of the Indian Child Welfare Act and the Oglala Sioux Tribal Court Juvenile Code system.
2. Must adhere to all rules of confidentiality and the Privacy Act.
3. Must be able to communicate orally and compose written reports.

Qualifications:

1. Associates Degree in Social Work, Human Services, or Social Sciences, or related field **preferred**.
2. Must have H.S. Diploma/GED **and** 8 years of work experience.
3. Must have reliable transportation and a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-041

Position: Coordinator
(Non-exempt)
Salary: Grade Level 30/0
(\$42,248 per annum)
Program: Department of Public Safety
Location: Pine Ridge, So. Dak.
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Coordinator serves as the administrative officer of the organization for the Department of Public Safety. The Coordinator oversees all day-to-day administration and management of operations for the Department of Public Safety. The Coordinator shall be under the immediate supervision of the Chief of Police.

Specific Duties

1. Assure that the organization has a long-range strategy which achieves its mission and makes consistent and timely progress.
2. Maintain official records and documents, and ensure compliance with tribal, federal, state, and local regulations.
3. Maintain a working knowledge of significant developments and trends in the field.
4. Serve as the Public Information Officer (PIO) for the organization.
5. Publicize the activities and goals of the organization and maintain all social media account(s) for the organization.
6. Develop and implement internal audit strategies and procedures to review operations in each administrative program area to ensure compliance with all policies and procedures required by the Federal Government, Tribe, and Department of Public Safety.
7. Work with managers of law enforcement and dispatch to ensure that interface with administrative programs is operating as intended for finance, personnel, property and supply, inventory, and data management.
8. Ensure that the Chief of Police is kept fully informed on the condition of the organization and important factors influencing it.
9. Establish sound working relationships and cooperative arrangements with appropriate local, state, and federal groups and organizations.
10. Represent the organization to agencies, organizations, and the general public.
11. Encourage staff development and education, and assist program staff in relating their specialized work to the total program of the organization.
12. Responsible for developing and maintaining sound financial practices.
13. Work with the staff to ensure the organization operates within budget guidelines.
14. Perform a wide variety of administrative tasks associated with maintaining and supporting the work performed within the office.
15. Assist in the planning, review, and reporting of data/statistical results of program/project studies.
16. Establish protocols for incoming data, organize computerized data sets, and retrieve computerized data.

17. Perform work involving the collection, compilation, and/or tracking of data and statistical information in support of the organization's program operation.
18. Prepare written reports, oral briefings, correspondence, meeting agendas, studies, evaluations, etc., that may contain confidential information for the Chief of Police.
19. As other duties as assigned by supervisor

Requirements and Knowledge

1. Must have strong oral and written communication skills.
2. Must have the ability to effectively interface with the community as well as with local, state, and federal organizations and leaders.
3. Strong interpersonal and supervisory skills preferred.
4. Must have thorough understanding of financial statements and budgeting, 638 contracting and IDC, and federal contracts.
5. Must have proven ability to obtain and manage external grants, contracts, and donations.
6. Must have demonstrated the ability to develop and maintain positive relationships with people from varied cultural, economic, and educational backgrounds.
7. Must have proven ability to develop policies and procedures.
8. Must have proficiency in commonly-used office software, including Excel, Word, PowerPoint, and Adobe.
9. Must have ability to multi-task, work under pressure, and meet deadlines required
10. The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed.
11. Lakota Language speaker preferred.
12. A general understanding of law enforcement practices is preferred.

Qualifications

1. Masters or Bachelors' Degree in Administration, Business, or Management preferred.
2. Associate Degree in Administration, Business, or Management with three (3) years' work experience in finance, management, or a related field OR High School Diploma with eight (8) years' work experience in finance, management, or a related field required.
3. Must never have been convicted of a felony offense.
4. No misdemeanor convictions in the past one (1) year (excluding minor traffic violations).
5. Must have a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-051

Position: District Administrative Assistant
(Non-exempt)

Salary: Grade Level 14/0
(\$24,365 per annum)

Program: OST Administration

Location: **Porcupine CAP**

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The Administrative Assistant will work with District Service Center staff workers in providing support for federally funded programs that provide direct services to youth, elderly and the general public. The Administrative Assistant will work under the direct supervision of the District Service Center Manager.

Specific Duties:

1. Provide direct assistance in operating or monitoring programs when the current program funding level does not provide adequate staffing to assure successful participation in the program. Programs to be emphasized are those for the elderly and youth.
2. Maintain filing system with information pertaining to information disseminated and enrollment and participation data.
3. Contact tribal programs for the purpose of obtaining program related information.
4. Provide assistance to district elected officials.
5. Serve as intake for all requests and applications from district members.
6. All other related duties as assigned by the Supervisor.

Requirements and Knowledge:

1. Must be willing to undergo computer training.
2. Must have knowledge of office procedures and equipment.
3. Must be able to coordinate workshops and meetings with youth, elderly, and the general public.
4. Must be able to understand and follow verbal and written instructions.
5. Must have good public speaking abilities.
6. Attend all district meetings.
7. Must be able to work with youth and elderly clients and must display a professional manner at all times.

Qualifications:

1. Must have a GED certificate or high school diploma.
2. Qualified District members will be given priority in the selection. Proof of residency may be required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #22-055

Position: District Service Center Manager (2)
(Non-exempt)

Salary: Grade Level 15/0
(\$25,218 per annum)

Program: OST Administration

Location: **Porcupine CAP
Wakpamni CAP**

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The District Service Center Manager will be responsible for the overall operation of the District Service Center and will report directly, to the District Service Center Supervisor.

Specific Duties:

1. Responsible for the general operation of the District Service Center building.
2. Responsible for time and attendance records of all District Service Center staff including the Elderly Site Manager.
3. Responsible in assuring that the District Service Center operates in a safe and efficient manner.
4. Responsible for enforcement of OST Ordinances and Resolutions and district policies for District Service Center staff.
5. Responsible for overall supervision for other program employees assigned to the District Service Center.
6. Disseminate information to the general public about available programs, including data pertaining to enrollment or participation in the programs.
7. Work with district members and tribal, state, and federal programs to determine whether services from these programs are being utilized to the optimum level.

8. Responsible for vehicles assigned to the district.
9. Approval of requisitions for supplies for the District Service Center.
10. Be willing to collaborate with other entities.
11. All other related duties as assigned by the supervisor.

Requirements and Knowledge:

1. Must possess supervisory and management skills.
2. Attend all district and community meetings.
3. Knowledge of Lakota Culture, Lakota Speaker preferred.
4. Must possess public relations skills.

Qualifications:

1. Must have an A. A. in Business Administration **or** a High School/GED with four (4) years' experience in a related field.
2. Must possess a valid driver's license and be insurable under the OST.
3. Qualified District members will be given priority in the selection. Proof of residency may be required.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #22-059

Position: Sex Offender Compliance Officer
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Department of Public Safety
Location: Pine Ridge, So. Dak.
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Compliance Officer will effectively monitor SORNA registrants to comply with all federal and tribal SORNA requirements. The Compliance Officer will administer and coordinate the Tribal SORNA process and oversee monitoring of the sex offenders. The Compliance Officer will be responsible to working directly with the federal agencies for processing of DNA, finger and palm prints, and other sex offender personal identification data. Conduct public awareness campaign, including: issue bulletins and host meetings in communities where high-risk or non-compliant sex offenders reside, work, or attend school; participate in regular radio programs on KILI radio to keep the reservation residents aware of SORNA and improve safety. Supervised by Chief of Police.

Specific Duties:

1. Maintain list of sex offenders and obtain current information.
2. Maintain database with current information, including photographs and other pertinent information.
3. Perform scheduled and unscheduled compliance checks.
4. Conduct investigations with law enforcement personnel, prepare reports, and make recommendations to Tribal Court when necessary.
5. Notify sex offenders of their responsibility to register with Oglala Sioux Tribe Law Enforcement and monitor their adherence to the Tribal Code.
6. Attend mandatory trainings and meetings, as scheduled.
7. Maintain policies to promote strict confidentiality.
8. Monitor sex offender court cases, review court records, monitor and maintain sex offender registrations, conduct face to face interviews with offenders to gather information.
9. Process reports and gather statistical information on sex offenders.

10. Maintain working relationship with neighboring law enforcement agencies.
11. Maintain accurate knowledge base of Tribal, State, and Federal statutes related to sex offender registry.
12. Receive, direct and resolve citizen complaints or concerns.
13. Must be familiar with Tribal, State and Federal Laws, regarding sex offenders.
14. Must be willing to attend training and travel to mandatory workshops.
15. Must be willing to work with diverse populations.
16. Website management.
17. Knowledge of general office management practices and procedures.
18. Other duties assigned.

Requirements and Knowledge:

1. Ability to communicate effectively in both oral and written form, with coworkers, supervisors and other law enforcement agencies.
2. Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check.
3. Must comply with the Department's Drug Free Policy and submit to random Drug Testing.

Qualifications:

1. High School Diploma or equivalent.
2. Must be 21 years of age or older.
3. No felony conviction
4. Never been convicted of domestic violence
5. No misdemeanors in the previous one (1) year
6. Must possess a valid South Dakota driver's license with no gross misdemeanor violations in the last three (3) years

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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RE-ADVERTISED

Vacancy Announcement #22-065

Position: Shelter Advocate
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Victim Services
Location: Kyle, So. Dakota
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Shelter Advocate will provide support, security, and services for clients placed in the Domestic Violence Shelter. With the advice and consent of the Domestic Violence Shelter Coordinator perform assigned domestic violence services for clients as required and associated with the operation of the domestic violence shelter including record keeping, keeping inventory, shelter maintenance, and assisting with new residents. The Shelter Advocate will be under the supervision of the Domestic Violence Shelter Coordinator.

Specific Duties:

Security

1. Walk through the entire shelter every hour.
2. Record walk throughs in the shelter perimeter check log if applicable.
3. After hours, lock kitchen and all relevant windows and doors. Ensure that nightly lock-up/security procedures are followed.
4. Review shelter sign in and population board to assess resident safety and curfew adherence.
5. Monitor the parking lot and grounds.

Helpline Coverage

1. Answer the Helpline. Ascertain if caller is a survivor of domestic violence or sexual assault. Provide crisis counseling, information, referrals and safety planning to survivors and family members. Refer other callers to appropriate assistance.

Screen potential shelter residents.

1. When possible, arrange to meet the specific needs of callers. When it is not possible (because of the hour), safety plan with the caller on how to get through the night and be sure that the caller knows whom to contact in the morning. If the caller can be reached during the day, make arrangements for the appropriate staff person to return the call in the morning.

Shelter Coverage

1. Carry the shelter beeper on a rotating basis. This includes being available for transporting, nights and weekends, covering shifts due to illness or other unavailability of staff, providing consultation for night and weekend advocates, and covering the shelter on an emergency basis.
2. Open the shelter door for volunteers, residents, and other authorized individuals.

Welcoming and Assisting Residents

1. Assist residents when they need items such as medication, baby care items, personal care items, food from dry storage or locked areas of the kitchen, etc.
2. Welcome new residents who arrive during the overnight hours, show them to their room and give them basic information about the shelter and how to get things that they need (such as personal care items and food).

Curfews, Chores, and Other Aspects of Communal Living

1. Utilize skills to facilitate communication among residents and to promote constructive mechanisms for coping with communal shelter life.
2. Ensure that bedtime for children is followed.
3. Ensure that any television programs or movies being viewed in a communal area are suitable (no violence or inappropriate content).
4. Help to develop, implement, and periodically review shelter residential life procedures.

Staff Communication

1. Inform the appropriate shelter advocate when issues arise involving a shelter resident and/or that resident's children.
2. Read the shift change at the beginning of each shift and note any relevant details at the end of each shift.

Facility Upkeep and Maintenance

1. Monitor proper functioning of the shelter facility. Report any malfunctioning equipment or structural damage to the Domestic Violence Shelter Coordinator
2. Assist with facility upkeep as directed by the Domestic Violence Shelter Coordinator

Inventory and Management of Storage Areas

1. Manage the med room; take inventory and assist with dispensing medication to residents upon request.
2. Sort, put away, and distribute donations that are stored in the med room or shelter advocacy office.

Record Keeping

1. Maintain case/call records and statistics as necessary and submit accurate data by stated deadlines.
2. Maintain records of service participant contacts.
3. Maintain records of all contacts related to service delivery (authorized phone calls to third parties, court contacts, etc.).
4. Enter data into client database when necessary.
5. Update case files regularly and thoroughly, following organizational procedures about file management.

Staff Responsibilities

1. Attend team and staff meetings.
2. Participate in regular supervision with the appropriate supervisor.
3. Maintain a positive cooperative work approach and foster teamwork among co-workers.
4. Greet and assist people when they enter the public lobby.
5. Participate in conferences, classes, and workshops to enhance professional knowledge and skill.
6. Sign up for some holiday shifts during popular holiday times (most notably but not necessarily limited to - the times around Thanksgiving, Christmas, and New Year's). Some limited holiday shifts will be required of all staff in order to keep our essential crisis intervention functions operational at all times throughout the year.
7. Sign up for the required number of community education presentations, information tables, or other outreach opportunities.
8. Assist with special events when appropriate.
9. Help to keep shared spaces orderly and take part in office-related light cleaning chores as assigned.
10. Other tasks as assigned.

Requirements and Knowledge:

1. Excellent writing and interpersonal communication skills; strong leadership and teamwork skills.
computer proficiency, including with Microsoft Office and email and internet functions.
2. Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of domestic violence and sexual assault.
3. Must adhere to the rules of confidentiality.
4. Fluency in language(s) other than English.
5. Experience working with survivors of domestic violence or sexual assault.
6. Supervisory experience.
7. Public speaking experience.

Qualifications:

1. High School or GED is required, a degree in a relevant social justice or human services field, preferred.
2. One (1) year of experience in a relevant social justice or human services field.
3. Must have a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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RE-ADVERTISED

Vacancy Announcement #22-076

Position: Receptionist/Data Technician
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Home Improvement Program
Location: Pine Ridge, So. Dak.
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Receptionist/Data Technician will maintain professional office etiquette, and will be responsible for telephone calls and all administrative, secretarial work as assigned. The Receptionist/Data Technician will be under the direct supervision of HIP Director

Specific Duties:

1. Answer telephone calls in a professional manner, direct calls, and take messages.
2. Greet the public in a professional manner.
3. Type letters, reports, forms and memorandums, and other material from rough draft copy or detailed instructions.
4. Maintain and update files on all complete/incomplete HIP applications.
5. Maintain files on faxes and memos.
6. Order office supplies and materials.
7. Enter all application data into BIA program for Aberdeen Area Office.
8. Clean office area, including sweeping and mopping.
9. Perform other duties as assigned by the director.

Requirements and Knowledge

1. Knowledge of modern office practices, procedures, and must be computer literate with Windows Microsoft Office.
2. Skill and ability to type accurately from copy or draft at reasonable speed.
3. Must be able to understand and follow verbal and/or written instructions.
4. Able to establish and maintain effective professionalism with co-workers and the general public.
5. Must have knowledge of the Health Insurance Portability and Accountability Act of 1996.
6. Must adhere to Oglala Sioux Tribe Policy and Procedures.
7. Must be able to perform other tasks and duties as assigned by the director

Qualifications:

1. Must have a High School Diploma or GED, with minimum of two (2) years' experience.
2. Must have a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #22-077

Position: Sexual Assault Advocate
(Non-exempt)

Salary: Grade Level 27/0
(\$38,106 per annum)

Program: Native Women’s Health Care

Location: Rapid City, So. Dak.

Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

Sexual Assault Advocate will work closely with sexual assault victims to gain access to needed healthcare following an incident of sexual assault. Sexual Assault Advocate ensures sexual assault victims presenting to NWHC for a Medical Sexual Assault Forensic Exam have access to high quality post-sexual assault medical care, referrals to victim services shelter, and other services required to achieve safety and justice. Sexual Assault Advocate will be under the direct supervision of the Director.

Specific Duties:

1. Assist survivors of sexual assault in accessing any services or support they need to recover following an instance of violence. This may include referrals to services and resources.
2. Transport to shelters. Assist survivors in accessing hospital emergency room advocacy that require a higher level of care than what NWHC can.
3. Provide safety planning and refer to partnering agency shelters.
4. Refer for legal advocacy to agency partners to help clients obtain protection order.
5. Network with relevant stakeholders in law enforcement, federal agencies, and tribal governments to facilitate a coordinated effort to respond to sexual assaults.
6. Be an active member representing NWHC on the Pennington County SART Team and other partnering agencies.
7. Perform other related duties as assigned by supervisor.

Requirements and Knowledge:

1. Knowledge of sexual assault and domestic violence issues
2. Ability to collaborate and network with multiple stakeholders.
3. Ability to work effectively and efficiently with minimal supervision
4. Excellent oral and written communication skills
5. Good listening skills and ability to communicate non-judgmentally and maintain confidentiality.
6. Proficiency in Microsoft Office programs and Google Suite.
7. Attention to detail, strong organizational skills.
8. Ability to handle multiple tasks at once and work well under pressure.
9. Sound judgement and decision-making skills
10. Courteous and helpful, strong team player.

Qualifications:

1. Bachelor’s Degree in Human Services, Psychology or related field.
2. Valid driver’s license.
3. Must have no felony convictions in the past five (5) years.
4. Must have no misdemeanor convictions in the past one (1) year (excluding minor traffic violations).

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran’s Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #22-078

Position: Cemetery Caretaker
(Non-exempt)

Salary: Grade Level 15/0
(\$25,218 per annum)

Program: OST Veterans Cemetery

Location: Kyle, South Dakota

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The Cemetery Caretaker maintains cemetery grounds, maintains facilities and equipment. The Caretaker performs the installation and ongoing maintenance of headstone markers and niche covers. The Cemetery Caretaker will do various office duties when needed (e.g., accounts payable vouchers, requisition forms, etc.) Coordinates burials that comply with NCA (National Cemetery Association) standards. Responsible for upholding all applicable NCA standards and regulations. Responsible for the maintenance of the building, including janitorial duties, landscaping and grooming of the grounds, which also includes a one mile stretch of highway adopted by the cemetery. The Cemetery Caretaker is under the direct supervision of the Lead Cemetery Caretaker.

Specific Duties:

1. Operate various types and sizes of equipment (both large and small) used in the maintenance of cemetery grounds. This equipment includes; frontend loader, small tractors, gas powered hand mowers, shrubbery trimmers and shears. Various bobcat attachments (e.g., snowplow, mower, forklift, loader).
2. Secure grounds and gates.
3. Post and retire flags when weather permits.
4. Secure building, check and lock each door.
5. Maintain all vehicles and equipment according to maintenance schedules, and keep record logs of vehicle maintenance.
6. Assist in the internment procedures: preparing gravesite, lowering remains, returning grounds to acceptable standards.
7. When needed, coordinate burials with local Honor Guard units.
8. Assist in preparation of committal shelter for services with respect to family wishes, keeping in mind NCA standards and military protocol.
9. Assist with digging, backfill, and dressing of internment site using heavy equipment and various hand tools.

10. When needed, lead in digging headstone holes using various hand tools.
11. When needed, lead in setting headstones using proper alignment procedures in accordance to NCA standards.
12. When needed, lead in setting section markers in appropriate locations.
13. Maintain cleanliness of headstones.
14. Assist in unloading of headstones, reporting any noticeable defects after thorough visual inspection at time of delivery.
15. Other duties as assigned by immediate supervisor.

Requirements and Knowledge:

1. Knowledgeable of the in-building water, grounds water, electrical system, and ability to read building construction blueprints.
2. Knowledgeable of the complete layout of cemetery grounds, including future expansion.
3. Must be able to perform maintenance on all equipment.
4. Must be able to perform gardening and landscaping tasks, which include planting, transplanting, and pruning of trees, shrubs, and plants.
5. Knowledge of duties, procedures, functions, and applications on proper ground maintenance procedures and interment procedures.
6. Knowledge of irrigation system and proper maintenance of system (e.g., timers, valves, gates, sprinkler heads), watering zones, and annual drainage of system.
7. Must be able to work in extreme weather conditions (heat and cold), able to work in and around dirt and unpleasant fumes.
8. Attend needed trainings as per NCA requirements.

Qualifications:

1. High School or GED with four (4) years' work experience required.
2. Valid driver's license required.
3. Must be an enrolled member of a federally recognized tribe.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-083

Position: Business Manager
(Non-exempt)
Salary: Grade/Step 27/0
(\$38,106 per annum)
Program: Child Care & Development
Location: Pine Ridge, So. Dak.
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Business Manager is responsible for the day-to-day management of the five Oglala Sioux Tribe operated centers, the infant/toddler classrooms, and the STEAM Center. The management of staff, property, billing, collections, and any other unforeseen issues that may arise with the Oglala Sioux Tribe operated services will be under the oversight of the Business Manager. The Business Manager will communicate with the Registration Coordinator to ensure accurate file information is used to determine billing rates. The Business Manager will directly supervise the Learning Center Coordinator and the Before and After School Mentor Supervisor. The Business Manager will accept direction and supervision from the Child Care & Development Program Director.

Specific Duties:

1. Oversee the procurement process for the STEAM Centers on a daily basis including but not limited to: maintaining accurate budget line items; preparing requisitions, purchase orders, accounts payable vouchers, time sheets, travel arrangements, and travel reports; and preparing all necessary documentation for payment to vendors.
2. Maintain compliance by ensuring all vendors are paid on time, coding all vouchers to the proper line item in the cuff accounts, reconciling all cuff accounts at the end of each month, maintaining a proper filing system of all vendor records, and electronically logging every vendor invoice accurately.
3. Order supplies, keep in professional contact with all vendors, and provide open lines of communication between the Child Care & Development Program and all entities of the Oglala Sioux Tribe and all outside business associates.
4. Implement procedures for securing office documents properly and ensuring that all employees are in compliance with the grant,

- such as training in regards to the program specifically and any other trainings needed.
5. Assist in the billing and collection for services provided by the Child Care & Development Program.
6. Set up and maintain a data tracking system for accounts receivable and accounts payable.
7. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge or gain knowledge of the tribal procurement process including requisitions, purchase orders, accounts payable vouchers, time sheets, travel authorizations, travel reports, and cuff accounts.
2. Must have knowledge or experience preferred in general data base management.
3. Must have knowledge or experience preferred in billing and collection software.
4. Must have the ability to communicate concisely and clearly, both orally and in writing.
5. Must demonstrate the ability to follow directions and complete tasks assigned.
6. Must have knowledge of computers and any/all programs related to completing the necessary tasks of the program.
7. Must have overall management skills to operate and function in the absence of the Director.

Qualifications:

1. BA Degree in Business or related field.
2. Two (2) years related experience in administrative or office management field.
3. Valid drivers' license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #22-088

Position: STEAM Center Aide (7)
(Non-exempt)

Salary: Grade Level 14/0
(\$24,365 per annum)

Program: Child Care & Development

Location: Baby STEAM Center - 1
Kyle Center - 1
Pine Ridge Center - 2
Porcupine Center - 3

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The STEAM Center Aide will assist the STEAM Center Site Supervisor and the STEAM Center Teacher Assistant in all aspects of the center operation including implementing daily schedules, lesson plans, daily activities, and field trips. Will create, support, and maintain a healthy and safe learning environment conducive to each child's intellectual, physical, social, and aesthetic development. The STEAM Center Aide will be under direct supervision of the STEAM Center Supervisor.

Specific Duties:

1. Plan delivery of daily schedule and center activities for all children.
2. Actively teach, model, and engage all children in play and learning in the center.
3. Actively supervise and engage children at all times to ensure child safety.
4. Establish and maintain a positive and trusting relationship with children and their families.
5. Attend and participate in staff meetings and conferences as needed.
6. Work as a positive team member with all staff and maintain a positive work ethic.
7. Act conscientiously in performing routine work duties.
8. Maintain confidentiality as it relates to information about the children, families, and other staff members.
9. May have to handle conflicts that may arise with participants and parents.
10. Assist with daily center cleaning duties and sanitization procedures as needed.

11. May be required to provide coverage in other STEAM Centers.

Requirements and Knowledge:

1. Must be honest, reliable, and dependable.
2. Must be able to implement floor level activities.
3. Must be able to communicate and cooperate with children, parents, and other staff members effectively and tactfully.
4. Must be able to work with all people of socioeconomic and cultural backgrounds.
5. Must pass a yearly physical and TB skin test.
6. Must be able to move within limited space for learning and play activities. Must be able to lift up to 40 lbs., and move from sitting or kneeling on the floor to standing.
7. Must learn, plan, and execute the emergency preparedness plan and be responsive to emergencies that may arise.
8. Must pass and maintain ServSafe Food Handlers Certificate within 30 days of hire.
9. Comply and implement all applicable tribal, state, and federal regulations.
10. Possess a commitment to professionalism.
11. Establish and sustain the confidence, trust, and respect of our children, families, and communities we serve.

Qualifications:

1. High School diploma or GED required.
2. Must have a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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RE-ADVERTISED

Vacancy Announcement #22-089

Position: STEAM Center Teacher's Assistant (3)
(Non-exempt)
Salary: Grade Level 17/0
(\$27,014 per annum)
Program: Child Care & Development
Location: Baby STEAM Center- 2
Pine Ridge Center - 1
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The STEAM Center Teacher's Assistant will assist the STEAM Center Supervisor and cooperate in a supportive role with the operation and implementation of developmentally appropriate activities for the STEAM Center children. Encourage the social, emotional, physical, and cognitive development of the STEAM Center children and attend to their safety and welfare. The STEAM Center Teacher's Assistant will be responsible for implementing nutritional meals and snacks for the children of the STEAM Center, which includes the preparation and distribution of two meals and two snacks. The STEAM Center Teacher's Assistant will ensure the compliance of the performance standards in the preparation, storage, and cleanup of meals provided in the STEAM Center. The STEAM Center Teacher's Assistant will be under direct supervision of the STEAM Center Site Supervisor.

Specific Duties:

1. Plan the preparation and delivery of daily center activities for the children.
2. Observe behavior and development of children, and gather information regarding children.
3. Plan safe activities that promote positive youth development.
4. Plan and purchase food for the STEAM Center according to the menu.
5. Plan and prepare nutritious meals and snacks in a timely manner according to menu.
6. Keep inventory on all kitchen materials, equipment, and groceries.
7. Maintain a list of who has food allergies and be knowledgeable of food substitutions.
8. Use food production, food safety, and food storage procedures that follow the ServSafe Food Handlers Manual.
9. Plan and complete daily cleaning of kitchen, dining area, and equipment.
10. Wash and sanitize utensils and dishes thoroughly and assist with classroom cleanup.
11. Maintain confidentiality as it relates to information about children, families, and other staff.
12. Maintain current credentials and certifications. Attend and participate in staff meetings, monthly meetings, and trainings as requested by supervisor.
13. Other related duties as assigned by the supervisor.
14. Assist STEAM Center Supervisor in all aspects of the classroom operation including carrying out lesson plans, daily activities, and STEAM Center parent meetings.

15. Maintain accurate records for each child. Ensure data entry, completion of appropriate documents, and referrals are done in a timely manner.
16. Encourage the involvement of families and support the development of relationships between children and their families.
17. Possess strong communication skills, especially listening and writing skills.

Requirements and Knowledge:

1. Must have Child Development Associate (CDA) Certification or ability to obtain one within one year of hire.
2. Must pass and maintain ServSafe Food Handlers Certificate within 30 days of hire.
3. Must be able to implement floor level activities.
4. Maintain high level of daily repetitive motion with hands and arms in the food preparation, serving, and cleaning duties.
5. Must be able to move within limited space for learning and play activities. Must be able to lift to 50 lbs., and move from sitting or kneeling on the floor to standing.
6. Must be able to communicate and cooperate with children, other staff and parents effectively and tactfully.
7. Must be able to work with all people of all socioeconomic and cultural backgrounds.
8. Maintain a working knowledge of the needs of the ages of children in the STEAM Center and be able to respond to those needs.
9. Comply and implement all applicable tribal, local, state, and federal regulations.
10. Create, support, and maintain a healthy and safe learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
11. Must learn and execute the emergency preparedness plan and be responsive to emergencies that may arise.
12. Actively supervise and engage children at all times to ensure child safety.
13. Possess a commitment to professionalism.
14. Establish and sustain the confidence, trust, and respect of the families, community, peers, and our children we serve.

Qualifications:

1. High School diploma or GED required
2. Must have one (1) year or more experience working with children and families.
3. Must have a valid driver's license.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will receive a provisional offer of employment and the offer is contingent upon the results of a full background check and alcohol/drug test."

RE-ADVERTISED

Vacancy Announcement #22-092

Position: Hook Truck Driver (2)
(Non-exempt)

Salary: Grade Level 20/0 (\$29,951 per annum) NO CDL
Grade Level 22/0 (\$32,084 per annum) CDL

Program: Solid Waste Management

Location: Pine Ridge, So. Dak.

Opening Date: September 12, 2022

Closing Date: September 23, 2022

General Description of Duties:

The Hook Truck Driver will be required to transport trash bins from districts to designated landfills/baler building. The Hook Truck Driver will be required to routinely maintain the Hook Truck. The Hook Truck Driver needs to be physically fit to climb bins and tarp before transporting. The Hook Truck Driver will provide services to the general public. The Hook Truck Driver will work under the direct supervision of the SWM Director.

Specific Duties:

1. Operate hook truck in a professional and safe manner.
2. Haul bins from District Transfer stations to Pine Ridge Baler Building.
3. Trap bins before transporting.
4. Keep maintenance records of trucks.
5. Driver is required to pull a pup when necessary.
6. Other related duties as assigned by the Director.

Requirements and Knowledge:

1. Must be able to operate a semi-tractor and provide maintenance.
2. Must be willing to obtain additional training as it pertains to the program.
3. Must be dependable.
4. Must be able to work without supervision.

Qualifications:

1. Must have reliable transportation.
2. Must have a minimum of two (2) years' experience in truck driving.
3. CDL preferred – Must obtain within one (1) year of hire.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. ***(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)***

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RE-ADVERTISED

Vacancy Announcement #22-093

Position: Transfer Site Monitor
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Solid Waste Management
Location: Reservation Wide (Potato Creek)
Opening Date: September 12, 2022
Closing Date: September 23, 2022

General Description of Duties:

The Transfer Site Monitor shall work under the direct supervision of the Solid Waste Management Director/Manager and will be responsible for maintaining the Transfer Site on a daily basis by keeping it clean and free of windblown materials such as waste paper. He/she will assist the Transfer Site Operator during maintenance of the ramp and removal of white goods, tires, and other larger waste. He/she will be at the site as scheduled to accommodate community needs. He/she will make sure that refuse is disposed of at designated areas and provide security as needed to prevent burning and scavenging.

Specific Duties:

1. Will be at the Transfer Site at 8:00 am and close at 4:30 pm. Monday through Friday, or unless otherwise specified by the Director/Manager.
2. Will remain at the site at all times during the workday unless otherwise specified or scheduled. Use your break time of 15 minutes in the morning and afternoon or take an hour lunch break.
3. Pick up all windblown materials such as litter on and around the ramp area, keep the area around the bin free of debris so Hook Trucks have access to the bins, keep the roads to the Transfer Site clean, and pick the trash from the fence lines.
4. Make sure that individuals and collection vehicles dispose of garbage at the designated areas.
5. Assist individuals especially the elderly in unloading garbage from their vehicles.
6. Will open the landfill during special occasions, such as pow-wows, community activities, and spring clean-up.
7. Assist Transfer Site Operators, Hook Truck and Grapple Truck drivers during maintenance of the Transfer Site and provide basic mechanics as needed.
8. Other duties assigned by Director.
9. Shall allow no burning at the Transfer Site at any time. This is very important!

Knowledge and Requirements:

1. Have knowledge/ experience in Transfer site maintenance preferred.
2. Must be physically capable to perform the duties as described above.
3. Must be willing to take additional training in Solid Waste Management.
4. Must be able to work under extreme weather conditions, i.e. cold and hot

Qualifications:

1. Must have reliable transportation.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

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