

RE-ADVERTISED

Vacancy Announcement #17-098

Position: Caregiver Advocate
(*Non-exempt*)

Salary: Grade Level 10/0
(\$21,233 per annum)

Program: Elderly Meals
Social/Nutrition Title VI

Location: Reservation Wide

Opening Date: November 6, 2017
Closing Date: November 20, 2017

General Description of Duties:

The Caregiver Advocate will be responsible for coordinating activities that will insure success and meeting of the goals of the Native American Caregiver Support Program for the Oglala Sioux Tribe. The Caregiver Advocate will work directly under the supervision of the Director.

Specific Duties:

1. Prepare and maintain bookkeeping procedures for all monthly records.
2. Work with caregivers in Nutrition, Human Services and Mental Health Services.
3. Provide Caregiver training to caregivers and clients.
4. Order and distribute supplies as needed.
5. Ability to work with Elders and clients as caregiver.
6. Knowledgeable of Traditional Lakota cultural nutritious foods.
7. Daily visits to the nine sites to talk with caregivers
8. Keep individual logs with district caregiver records during visitation
9. Use of technological service to the elderly meals sites
10. Deliver supplemental food and supplies to each site when needed.
11. Other related duties as assigned by the Director.

Requirements and Knowledge:

1. Must be computer literate.
2. Must be able to travel locally and out of state and be able to do itineraries and travel reports.
3. Must be able to work with support groups.
4. Must possess public relation skills.
5. Must have knowledge of Social Services skills.
6. Bilingual English/Lakota Language preferred.

Qualifications:

1. Must have a High School or GED
2. Six (6) months experience working in an office environment.
3. Must have valid Driver's License with a reliable vehicle and liability insurance.

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 be required to submit to screen for illegal drug use prior to appointment. Appointment to the positions will be contingent upon a negative drug test result."

In accordance with OST Ordinance 90-12 and 91-01, record checks will be done on those individuals applying for positions requiring working with children.