



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.oglalalakotananation.info.

UPDATE

Opening Date: September 24, 2018 Closing Date: Until Filled

16-170	FSS Case Manager (2)	Child Protection Services	Pine Ridge, So. Dakota
16-171	FSS Specialist (3)	Child Protection Services	Pine Ridge, So. Dakota
17-104	ICWA Specialist	Child Protection Services	Pine Ridge, So. Dakota
17-105	Administrative Assistant/Financial	Child Protection Services	Pine Ridge, So. Dakota
18-104	Title IV-B & ICWA Supervisor	Child Protection Services	Pine Ridge, So. Dakota
18-105	Intake Investigations Supervisor	Child Protection Services	Pine Ridge, So. Dakota
18-106	ICWA Technician	Child Protection Services	Pine Ridge, So. Dakota

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 #16-170

Position: Family Support Services Case Manager (2)
(Non-Exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: September 24, 2018

Closing Date: Until Filled

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. Access 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 form to submit to 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 Recruiter (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 and 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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Vacancy Announcement #16-171

Position: Family Support Service Specialist (3)
(Non-exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: September 24, 2018
Closing Date: Until Filled

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 children including assessments of safety threats to children.
3. Make determination about removal of children from 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 or an in-home safety plan when children 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 Recruiter if necessary.
8. Responsible for completion of Title IV-E Hypothetical application and submit Title IV-E and submit 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, experience with culturally diverse, strength-based service delivery approaches.
2. Must have knowledge of child development, child protection and 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 and 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. Associates Degree in Social Work or Human Services preferred.
2. Must have High School Diploma or GED and 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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Vacancy Announcement #17-104

Position: ICWA Specialist (1)
(Non-Exempt)

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

Program: Child Protection Service

Location: Pine Ridge, So. Dak.

Opening Date: September 24, 2018

Closing Date: Until Filled

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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Vacancy Announcement #17-105

Position: Administrative Assistant/Financial
(Non-exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: September 24, 2018

Closing Date: Until Filled

General Description of Duties:

The Administrative Assistant/Financial serves as the primary source of administrative and accounting support for the CPS Program. The Administrative Assistant/Financial will work both independently and as a member of a team in order to complete deadlines and management of various tasks. The Administrative Assistant/Financial will be responsible for the fiscal and administrative records keeping of all administrative duties required for the program. The Administrative Assistant/Financial will be under the direct supervision of the Child Protection Services Director.

Specific Duties:

1. Answer phone and route calls to the appropriate staff, take messages, manages telephone system, and train staff on voice mail system.
2. Provides day-to-day administrative support. This includes: overall office duties, general administrative support, and documentation management.
3. Processes payments and other accounting processes pursuant to the OST Financial Management Handbook. Maintains records. (Vendor, timesheet, and other) and is responsible for timely and accurate financial processing.
4. Serves as the primary and first point of contact for both internal and external inquiries and requests and will practice telephone etiquette and professionalism.
5. Responds directly to requests and direct inquiries to the appropriate staff member as necessary.
6. Interacts with families, youth, and community members in a professional manner. Represents Child Protection Services program in a positive way. Keeps information completely confidential.
7. Develop and maintains files vendor payments, foster parent payments, Title IV-E reimbursement files and administrative files (both electronic and hardcopy).
8. Maintains, monitors and order supplies as needed in a prompt manner aligned with the OST FAO processing schedule.
9. Maintains consultant and vendor contracts and service agreements. Processes payments for consultant and vendor billing invoices, reconciles gas vouchers to vendor billing.
10. Process Timesheets. Travel Advances, payment vouchers, Travel Reports, requisitions, vehicle use

authorizations, property disposition and other forms as required.

11. Process financial expenses, develops cuff accounts for five (5) funding streams and performs constant maintenance of the Cuff Account established and reports to the Director. Reconciles cuff accounts for all funding streams.
12. Drafts correspondence and prepares reports as needed. Creates documents and presentations for internal and external use.
13. Makes travel arrangements for coworkers and assists in processing travel reimbursements/travel advances and making sure that the reconciliation is occurring as needed and maintaining the line item balances onto the appropriate vouchers and reports.
14. Assist in budget preparation and tracking.
15. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Excellent communications, interpersonal, writing, and grammar skills.
2. Knowledge of Policies and Procedures of the Oglala Sioux Tribe applicable within the Child Welfare processes.
3. Understands and adheres to code of ethics and practice for functional area. Ensures alignment with position values, goals, and directives in all work performed.
4. Course work in office management, business skills, computing and software applications.
5. Experience with Microsoft office software.

Qualifications:

1. Bachelor's Degree in Accounting preferred, Bachelor's Degree required
2. 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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Vacancy Announcement #18-104

Position: IV-B & ICWA Supervisor
(Exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: September 24, 2018

Closing Date: Until Filled

General Description:

The Supervisor will manage and provide oversight on all ICWA cases of the Oglala Sioux Tribe. The Supervisor will directly oversee the staff activities. The Supervisor will be under the direct supervision of the Child Protection Services Director.

Specific Duties:

1. Supervise staff hired under this program with final decisions by the Child Protection Services Program Director.
2. Establish a system for processing ICWA notifications, participant in decision making as to whether or not to intervene or transfer, and notification of intent to intervene or transfer in adherence to OST Child and Family Code Plan.
3. Utilize CPS State for ICWA elements in reporting process and to develop yearly baseline data computer system for children who are returned to the reservation.
4. Develop a record keeping system for children who are returned to the reservation.
5. Responsible for submitting all reports due under this program. Annual (CFSP) Child and Family Service Plan, SACIS-SACWIS.
6. Responsible for development and maintenance of Referral Resource Booklet for children and families for use by ICWA IV-B Caseworkers.
7. Responsible in conjunction with social worker to develop a survey form.
8. Perform intake services for incoming calls and create data numbers for reporting purposes.
9. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must adhere to all rules of confidentiality and the Privacy Act.

2. Possess good communication skills and be computer literate.
3. Possess supervisory/management skills.
4. Possess grant writing skills.
5. Possess knowledge of A-87 and other circulars pertinent to contract/grants.
6. Must be knowledgeable in allowable cost principles pertaining to specific federal agency.
7. Knowledge of OST Management Systems and enforcement of systems.
8. Must have a working knowledge of ICWA and be able to develop protocol or practice standards.
9. Some travel will be required.
10. Must have strong customer service attitude and approach diplomacy and effective listening skills and attention to detail are crucial.
11. Must have strong organizational skills, creative problem-solving skills and the ability to work well in an environment of change, pressure and deadlines.
12. Other desirable characteristics include a strong initiative and self-starting approach, flexibility and the ability to organize and prioritize work quickly in response to changing needs.

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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Vacancy Announcement #18-105

Position: Intake Investigations Supervisor
(Non-exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Child Protection Services
Location: Pine Ridge, So. Dak.

Opening Date: September 24, 2018
Closing Date: Until Filled

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 Investigators 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. Review reports of child abuse and/or neglect and determine appropriate agency response generated by (2) Intake workers on a daily basis, utilizing screening tools to determine outcome of reports.
2. Oversees completion of Risk Assessments by Investigators with families alleged to have maltreated their children including safety threats to children, substantiates and opens investigations and assigns Investigator.
3. Determine of TECO (temporary emergency custody order) is required. Knowledge of Title IV-E court language in court orders is required.
4. Oversees Investigators performing ongoing safety management through out-of-home placement of child or an in-home safety plan when children remain in the home.
5. Maintains data tracking system to determine number of Intake calls per month, number of cases opened, closed, number of cases assigned to investigators, number of Title IV-E Hypothetical Application completed and approved, number of risk assessments completed and submit report to the Child Protection Services Program Director on a monthly basis.
6. Supervise and sign on CATA Time study on a quarterly basis as required by funding agency.
7. In coordination with the Family Recruiter, identify and locate 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 Investigators and submittal to appropriate state agency for review and determination of Title IV-E eligibility.
10. Procure appropriate training staff.
11. Perform 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, experience with culturally diverse, strength-based service delivery approaches.
2. Must have knowledge of child development, child protection, and 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 Investigators 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:

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Vacancy Announcement #18-106

Position: ICWA Technician
(Non-Exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: September 24, 2018

Closing Date: Until Filled

General Description of Duties:

The ICWA Technician will assist the director of staffing the Indian Child welfare cases. The ICWA Technician will provide intervention plans and work closely with the state and federal court systems on Indian Child Welfare cases. The ICWA Technician will also work with communities and counties to gather information of placement of children. The ICWA Technician will be under the supervision of the IV-B & ICWA Supervisor.

Specific Duties:

1. May travel to out of state court, if necessary, telephonic/skype mandatory and for transfer of children from courts to relatives.
2. Assist the 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, telephonic or in person.
4. Coordinate placements with CPS Family Recruiters, and CPS investigations, complete home studies, progress reports and assessments for all children/families under ICWA.
5. Develop follow-up and reunifications plans for families and children.
6. Prepare legal paperwork for the OST to intervene or transfer children for state courts backs to families.
7. Monitor placement of children when necessary.
8. Obtains enrollment data from IV-B Caseworkers
9. Responsible for identifying and locating relatives as possible placement resources for a child or sibling group that are placed in out of home care. Works in conjunction with the CPS Foster Parent Recruiter for client to relative placements throughout the reservation.
10. Responsibilities include contacting birth parents, extended family, Indian Child Welfare Agency Offices, Tribal Enrollment Offices and other State/Tribal Agencies.
11. Assist in community outreach coordination.

12. Establish and maintain effective and collaborative working relationships and demonstrate compassion, respect, courtesy, and tact when interacting with others.
13. Actively listen, elicit needed information and communicate effectively and accurately, both orally and in writing.
14. Utilize computerized data system and maintain training on system.
15. Prepare clear and concise documentation, reports, and correspondence that reflect relevant facts, compile baseline data on client caseload.
16. May be required to work a flexible schedule, which may include evenings, nights, holidays, and weekend hours.
17. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have a working 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.

Qualifications:

1. Associates Degree in Social Work or related field. A.A. Degree **preferred**.
2. Must have High School Diploma/GED **and** 8 years of work experience.
3. Must have reliable transportation and valid Driver's License.

How to Apply:

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