



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.oglalalakotanation.info.

UPDATE

Opening Date: March 12, 2018

Closing Date:

Until Filled

16-171	FSS Specialist	Child Protection Services	Pine Ridge, So. Dakota
16-193	Staff Assistant	Child Protection Services	Pine Ridge, So. Dakota
17-105	Administrative Assistant/Financial	Child Protection Services	Pine Ridge, So. Dakota
18-028	Director	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 #16-171

Position: Family Support Service Specialist (1)
(Non-exempt)

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

Program: Child Protection Services

Location: Pine Ridge, SD

Opening Date: March 12, 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)**

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.

Vacancy Announcement #16-193

Position: Staff Assistant
(Non-exempt)

Salary: Grade Level 20/0
(\$29,951 per annum)

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018
Closing Date: Until Filled

General Description of Duties:

The Staff Assistant serves as the primary source of support to the Family Support Specialist and the supervisors of clinical services. The Staff Assistant must have the ability to work both independently and as a member of a team. It is deadline driven, often requiring management of multiple or changing priorities. The Staff Assistant performs work that requires regular interface with individuals and groups from both the public and private sectors in varying positions, levels of authority and technical expertise. The Staff Assistant duties will consist of lifting boxes, filing of records and maintenance of purchase orders/payment vouchers and requires some physical strength and flexibility. The Staff Assistant will perform some receptionist duties that require clear communications and professional attitude/appearance. The Staff Assistant will be under the supervision of the Child Protection Services Program Director.

Specific Duties:

1. Answer telephone and route calls to the appropriate staff.
2. Provide day-to-day administrative support which includes overall office duties, general administrative support, and documentation management.
3. Serve as the primary and first point of contact for both internal and external inquiries and requests.
4. Respond directly to requests and direct inquiries to the appropriate staff member as necessary.
5. Represent OST Child Protection Services in a positive way and keep information confidential.
6. Develop and maintain files (both electronic and hardcopy), track processes, procedures, operations, projects, communication tools, resources, etc.
7. Assist with event coordination such as foster parent trainings.
8. Draft correspondence and prepare reports as needed.
9. Create documents and presentations for internal and external use.
10. Track donations and send out thank you letters to donors and keep list updated of all donors.
11. Pick up mail at the post office and the tribal building for the OST Child Protection Service program.
12. Understand and adhere to code of ethics and practice for functional area.
13. Ensure alignment with OST Child Protection Service's values, goals, and directives in all work performance.

14. Ensure adherence to OST Child Protection Service policies in all matters of practice, contracts, communications, resources, personnel and reporting.
15. Create client files that are being assigned to Case Management and file all case file related documents on a weekly basis.
16. Responsible for checking out vehicles to workers and will maintain a vehicle maintenance system.
17. Collect time sheets and complete the bi-weekly attendance template to be submitted to OST Payroll Department and route timesheets to appropriate supervisor for approval prior to entering hours on the attendance template.
18. This is a full-time, regular, non-exempt position that at times may require overtime.
19. Maintain data tracking system for intake/investigations to capture quantitative data reporting purposes.
20. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have excellent communication, interpersonal, writing, grammar, and word processing skills.
2. Knowledge of and can easily assess procedures and policies that apply to work within the office.
3. Experience in, and a solid working knowledge of, various software applications to create text documents, presentations, spreadsheets, and simple graphics (i.e. MS Office Word, Excel, Outlook, PowerPoint, PageMaker, etc.).
4. Must have a strong customer service attitude and approach, diplomacy and effective listening skills, and attention to detail are crucial.
5. Must have strong organizational skills, creative problem-solving skills, and the ability to work well in an environment of change, pressure, and deadlines.

Qualifications:

1. AAS Office Automation or Technology Degree preferred.
2. Must have H.S. Diploma or G.E.D. and four (4) years of experience in an administrative support position.
3. Must have a valid Driver's License

How to apply:

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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, SD

Opening Date: March 12, 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. Answers 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 directs 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. Develops 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. Processes 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. Assists 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:

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Vacancy Announcement #18-028

Position: Director
(Exempt)
Salary: Grade Level 44/0
(\$68,387 per annum)
Program: Child Protection Services
Location: Pine Ridge, SD

Opening Date: March 12, 2018

Closing Date: Until Filled

General Description of Duties:

The Director of the OST Child Protection Service oversees and manages the full range of operational functions of Title IV-E, Title IV-B Subpart 1 and 2, ICWA, Casey family operational functions of the OST Child Protection Services. The Director is responsible, ultimately, for the quality of care provided to families served by the Child Protection Services Program and will lead in building community, tribal, state, and federal program networks and influencing the provision of Indian child welfare services in the local community. Will ensure responsibility and leadership in overall management of the organization and will assume leadership in influencing Indian child welfare practices, policies and laws on the tribal, state and national levels.

The Director will be responsible for securing the financial resources of Child Protection Services Program so that children/families receive quality culturally appropriate services. The Director will be responsible for developing strategies that strengthen the Child Protection Services Program provisions of services to children/families and enhance collaboration with local, tribal, state and federal child welfare agencies. The Director requires frequent contact, including written communication and telephone calls, with administrators in various, tribal, state and federal agencies and Casey Family Programs. The Child Protection Services Director reports to the HHS Committee and is under the supervision of the OST Executive Director.

Specific Duties:

1. Lead collaborative efforts with tribal, state, federal and privacy agency heads to develop strong and effective relationships that will enable the Child Protection Services Program to access reliable funding streams for quality child welfare services to children/families.
2. Act as primary public relations representative in fundraising and development activities, acting as media spokesperson, meeting with community, tribal, and state representatives to promote the Child Protection Services Program and serving on advisory committees, participating in Multidisciplinary task force meeting, Child Protection Team meetings and other collaborations as appropriate.
3. Exhibit leadership and demonstrate management skills by establishing a high level of practice, performance and productivity standards.
4. Provide overall direction that ensures quality service practices and methodologies for all services provided to children and families consistent with the mission of the Child Protection Services Program.
5. Promote a high level of effective communication with funding and service partner agencies and organizations.
6. Interpret and administer all Child Protection Services Program standards and requirements, and OST Tribal policies and guidelines.
7. Plan and administer the OST Title IV-E Child Protection Services, Child Welfare, BIA Contract, ICWA BIA Contract, Title IV-B subparts 1 and 2, Casey Family, and other funding source annual budget(s).

8. Manage the multiple revenue streams with the goal of fiscal accountability including budgeting and reporting as required by funding sources.
9. Utilize the OST Personnel Policies and Procedures Employee Evaluation system that measures both staff and program performance/effectiveness and assists in the development of individual staff development plans to assure well qualified, highly trained staff to perform optimum services to the children and families.
10. Provide community leadership in ensuring that the Child Protection Services Program is a major partner with tribal and community organizations, court, OST Public Safety, businesses and other agencies.
11. Develop appropriate MOU or MOA's
12. Lead the development of long-term funding plans and strategies through the use of data generated by the current services provided.
13. Provide leadership in Indian child welfare services planning and advocacy; maintain familiarity with pending federal, state and tribal legislation and actions that may impact the Child Protection Services Program.
14. Work closely with the CQI Coordinator to monitor data generated by the Intake Investigations, Case Management, ICWA, Title IV-B and Casey Family services.
15. Monitor OST Child Welfare Data input from CQI submitted by other entities in the OST Child Welfare realm
16. Perform other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have extensive knowledge of Lakota Culture and understanding of the Lakota language.
2. Must be alcohol, drug and violence free and be able to pass a drug test.
3. Must be willing to reside on the Pine Ridge Indian Reservation.
4. Must understand the government agencies and the child welfare system and have knowledge of the legal system as it applies to child welfare.
5. Must have knowledge of the principles, concepts and methodology of child welfare services, including protective services is important as is knowledge of courtroom procedures for child protection issues.
6. Extensive experience in budget planning and administration, information systems, research and knowledge of federal and state programs and practices, as well as experience with collaborative program development is highly desirable.
7. Frequent travel will be necessary.

Qualifications:

1. Bachelor's Degree required, Master's Degree in Social Work preferred.
2. A minimum of five (5) years of experience in management, administration, and/or supervision.
3. A valid Drivers' License required.

How to Apply:

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