



**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](http://www.oglalalakotanation.info).

**Opening Date: July 27 2018**

**Closing Date:**

**August 13, 2018**

18-073	Referral Van Driver	Ambulance Service	Pine Ridge, So. Dakota
18-074	Contracts Compliance Specialist	Contracts Office	Pine Ridge, So. Dakota
18-075	Secretary	Credit and Finance	Pine Ridge, So. Dakota
18-076	Site Manager	Elderly Meals	Kyle, So. Dakota
18-077	Administrative Assistant	Employee Assistance Program	Pine Ridge, So. Dakota
18-078	Accounts Payable Technician	Fiscal Accounting Office (FAO)	Pine Ridge, So. Dakota
18-079	Life Style Coach (2)	Oyate BliHelya	Pine Ridge, So. Dakota
18-080	Compact Truck Driver	Solid Waste Management	Pine Ridge, So. Dakota
18-081	Transfer Site Monitor	Solid Waste Management	Manderson, So Dakota
18-082	Equipment Operator/Mechanic (2)	Transportation/Road Maintenance	Pine Ridge & Kyle, So. Dakota
18-083	Tractor Operator (1)	Transportation/Road Maintenance	Reservation Wide
18-084	Office Manager	Water Maintenance & Conservation	Pine Ridge, So. Dak/Reservation Wide

**RE-ADVERTISEMENTS**

16-022	EMS Field Supervisor	Ambulance Service	Pine Ridge, So. Dakota
16-086	Licensed Practical Nurse	Native Women's Health Care	Rapid City, So. Dakota
17-111	Residential Care Provider (Male)	Emergency Youth Shelter	Pine Ridge, So. Dakota
17-145	Bailiff/Process Server	Tribal Court	Pine Ridge, So. Dakota
17-152	District Data Clerk	OST Administration	Medicine Root CAP
18-013	Tractor Trailer Driver	Food Distribution	Pine Ridge, So. Dakota
18-030	Learning Center Mentor (2)	Child Care & Development Program	Reservation Wide
18-031	Learning Center Supervisor	Child Care & Development Program	Reservation Wide
18-034	Food Service Cook (Assistant Cook)(3)	Department of Corrections/JC/JDC	Pine Ridge, So. Dakota
18-045	Security Officer (5)	Support Services	Pine Ridge, So. Dakota
18-047	Janitor (Part-time)	Tribal Court	Pine Ridge, So. Dakota
18-052	EMS Dispatcher (1)	Ambulance Service	Pine Ridge, So. Dakota
18-057	Nurse Assistant (CNA)	Residential Treatment and Detox Center	Pine Ridge, So. Dakota
18-058	Counselor Aid (1) (Female)	Residential Treatment and Detox Center	Pine Ridge, So. Dakota
18-062	Community Health Representative	Community Health Representative Program	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 #18-073

Position: Referral Van Driver (1)  
(Non-exempt)

Salary: Grade Level 1/0  
(\$15,579 per annum)

Program: Ambulance Service  
Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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General Description of Duties:

The Referral Van Driver is responsible for transporting referral patients from their location to their scheduled appointments. The Referral Van Driver is responsible for seeing that the dialysis patients are at their appointments on time. The Referral Van Driver will check with the Dispatch center for all scheduled runs for the day and continue to check in so that they will know where the driver is at all times. The Referral Van Driver must be considerate of the patients by getting them to their appointments on time. The Referral Van Driver must keep a record of the day's activities and do a monthly report of all trips for billing purposes. The Referral Van Driver is responsible for their vehicle upkeep and cleanliness at all times. The Referral Van Driver will be under the direct supervision of the Referral Van Driver Supervisor.

Specific Duties:

1. Work on assigned rotating shifts, including weekdays and weekends and be available for emergency call backs at any given time.
2. Check with dispatch for that day and the next day's scheduled referral trips and consistently check in with dispatch while on duty.
3. Turn in trip sheets on a regular daily basis to billing department.
4. Keep a daily log sheet on all patients and mileage used.
5. Adhere to all company and tribal policies/procedures, protocols, and the OST Ambulance Service guidelines.
6. Perform other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must not have any major traffic violations within the past year, i.e., DUI, DWI, Reckless Driving, Exhibition Driving or Vehicular Homicide.
2. Must complete the First Responder Course for certification within one (1) year of hire.
3. Must be EVOC certified within one (1) year of hire.

4. Must be HIPAA Certified within one (1) year of hire and comply with the rules and regulations of HIPAA.
5. Must be capable of handling stressful situations as they occur.
6. Must have the ability to remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
7. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
8. Must be prompt and dependable.
9. Must complete the CPR training and be certified within six (6) months of employment and pass the course for continued employment.
10. NIMS (National Incident Management System) must obtain within six (6) months of hire.
11. Must be able to lift, carry and balance 150 lbs.
12. Must provide yearly physical examinations and have updated immunizations including Hepatitis B, Influenza, MMR, Varicella, Tetanus, Diphtheria, Pertussis, and Meningococcal; as well as have the Tuberculin skin test done yearly.
13. Must be at least eighteen (18) years of age and be able to drive in big cities.
14. Must be able to take overnight trips to cities off reservations for patient appointments.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have a valid Driver's License, be insurable, and submit to a background check.

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 urinalysis 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 #18-074

Position: Contracts Compliance Specialist  
(Non-exempt)  
Salary: Grade Level 27/0  
(\$38,106 per annum)

Program: OST Contracts Office  
Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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### **General Description of Duties:**

The Contracts Compliance Specialist has the overall responsibility for program compliance in budgetary and expenditure matters. The Contracts Compliance Specialist is responsible for the letter of credit reconciliation on the network automated financial management system to assure that all grants and contracts are properly funded by the finding agencies. The Contracts Compliance Specialist reports directly to the OST Compliance Officer

### **Specific Duties:**

1. Maintain a record of grant and contract awards for all tribal programs and chartered entities.
2. Review all grants and contracts to assure adequate indirect costs are provided and note exceptions for the Treasurer.
3. Review and approve all expenditure requests for compliance with Federal regulations, grant/contract provisions budgetary restrictions, and overall tribal policy.
4. Review monthly financial statements of restricted programs for adherence to budgetary restrictions.
5. Assist program personnel in grant/contract budget preparation and provide overall guidance to program personnel in grants management.
6. As requested by the Treasurer, provide nonrecurring audit and financial management assistance to tribal programs and enterprises.
7. Serve as the primary liaison between the Tribal Council and funding agencies regarding grant/contract matters.
8. Assist Tribal Officials in the negotiation of federal and state awarded grant and contracts.
9. Assist with the submission and approval of Indirect Cost Proposals.
10. Assist with training of employees
11. Assist with service/construction contract disputes.
12. Assist with implementation of corrective action plans as approved in audit.
13. Ensure programmatic evaluations are done as needed.

14. Assist in grant/contract and financial matters as required by the Treasurer and Controller.
15. Other duties as assigned by the OST Compliance Officer

### **Requirements and Knowledge:**

1. Must complete an Eighty (80) hour course on-line, about administering grants under DOJ, within 6 months of hire required.
2. Must be familiar with Public Law 93-638, Davis Bacon Act A-133, GASBE 34, F.A.R., and G.P.R.A. Requirements and current O.M.B. Circulars.
3. Experience in computers; i.e. Microsoft Word, Excel and etc.
4. Must be willing to gain knowledge of the Oglala Sioux Tribe's five (5) Management Systems; Financial Management, Record Keeping, Personnel, Procurement and Property Management Manuals.
5. Six (6) years of Tribal Government experience in Administration is preferred, but not required.
6. Veterans Preference applies.

### **Qualifications:**

1. Bachelor's Degree in Accounting or Business preferred, **or** High School Diploma/GED with four (4) years' experience in related clerical, support or administrative position
2. Must have no prior felony convictions.
3. No misdemeanor convictions in the past one (1) year (excluding minor traffic violations)
4. Must have a valid driver's license.

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## Vacancy Announcement #18-075

Position: Secretary  
(Non-exempt)

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

Program: Credit and Finance

Location: Pine Ridge, So. Dak

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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### **General Description of Duties:**

The Secretary is responsible for the professional production of all office correspondence, memorandum, reports, and for the professional appearance of the office environment. The Secretary will be under the direct supervision of the Credit and Finance Program Director.

### **Specific Duties:**

1. Work with the Director in ensuring that all routine duties are performed.
2. Work with the Director in assisting potential clients in the loan application procedures.
3. Assist the Director in compiling information on reports.
4. Responsible for ordering office supplies.
5. Responsible for processing accounts payable vouchers in a timely manner.
6. Track and record all incoming mortgage packages.
7. Greet the public and respond to inquiries in a professional manner.
8. Carry out general office management activities in a professional manner.
9. Other related duties as assigned by immediate supervisor.

### **Requirements and Knowledge:**

1. Must have excellent typing and computer skills.

2. Must be able to be bonded.
3. Must be familiar with accounting practices.
4. A functional understanding of the Lakota language.

### **Qualifications:**

1. Must have a HS/GED with two (2) years' experience; Accounting or Business **preferred**.
2. Must have one (1) year of knowledge working with tribal government.
3. Must have one (1) year of knowledge working with the Bureau of Indian Affairs and have knowledge of P.L. 93-638 regulations.

### **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 #18-076

Position: Site Manager  
(Non-exempt)

Salary: Grade Level 1/0  
(\$15,579 per annum)

Program: Title VI, Elderly Meals

Location: Kyle, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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### **General Description of Duties:**

The Site Manager will be familiar with the policies and procedures of the program. The Site Manager must be able to work with the Elders in counseling them and helping in areas, which are in the handbook. Familiarity of the Lakota Culture and the Lakota Language will be an asset. The Site Manager will work directly under the supervision of the Director.

### **Specific Duties:**

1. Assist the Program Director and I.H.S. dietician in preparing nutritious menus.
2. Be knowledgeable and qualified in preparing all types of food.
3. Be able to care for foods properly both raw and cooked.
4. Prepare all meals on time and serve on time.
5. Use proper sanitation and safety procedures in keeping work areas neat and clean.
6. Maintain all record and bookkeeping duties for meal site including helping elders fill out necessary forms for program.
7. Supervise Bus Driver, TWEP Workers, TANF Workers and volunteers in the kitchen.
8. Other duties as assigned by supervisor

### **Requirements and Knowledge:**

1. Must be prompt, responsible, dependable and able to work with peers and elderly.

2. Must have some experience in cooking for large groups.
3. Must attend in-service training and workshops that pertain to his/her job.
4. Must wear uniforms, aprons, and hairnets during work hours.
5. Must work eight (8) hours a day, five (5) days a week, M-F 8:00 a.m. to 4:00 p.m.

### **Physical Demands**

1. Frequent lifting or moving of objects weighing up to 30 lbs.
2. Constantly walking or standing.
3. Occasional lifting of over 50 lbs.

### **Qualifications:**

1. Must be a High School graduate/GED Certificate or appropriate certification and experience related to position.
2. Must have a valid Driver's License with a reliable vehicle,

### **How to Apply:**

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Vacancy Announcement #18-077

Position: Administrative Assistant  
(Non-exempt)

Salary: Grade Level 21/0  
(\$30,999 per annum)

Program: Employee Assistance Program  
Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The Administrative Assistant is a support position to the Director and the Counselors. The Administrative Assistant provides general clerical, computer/typing, administrative duties as assigned by Director and must maintain a high degree of confidentiality as required to ensure the efficient operation of the program. The Administrative Assistant shall be under the direct supervision of the Employee Assistance Program Director.

Specific Duties:

1. Maintain office services by organizing office operations and procedures; designing and organizing filing systems, planning and arranging maintenance, and preparation of information needed for reports from the office, and controlling correspondence.
2. Provide general clerical and administrative duties, operate all types of office machines, telephone/fax, computer/type writer, binding machine, calculator, copier/scanner, and other program equipment.
3. Maintain an Alphabetized filing system, Cuff Accounts, Modifications, and Justifications for audit procedures.
4. Provide purchasing and procurement support for the employee assistance program.
5. Negotiate with vendors on purchase agreements for operating needs.
6. Maintain an ongoing inventory of equipment and supplies for daily operating needs for facility.
7. Responsible for the preparation of all necessary documents, processing and tracking of all purchase orders.
8. Administration functions in the understanding and knowledge of program budget, budget modifications, budget justification, and prepare Travel Authorizations and Travel Reports.
9. Prepare and maintain a record of payroll; and set up new members of staff, including new employee orientation.
10. Contribute to team effort by accomplishing related results as needed.
11. Perform other duties assigned by supervisor, director, or authorized person with delegated authority.

Requirements and Knowledge:

1. Must have knowledge of the principles, concepts, methodology and practices in administrative procedures, fiscal management policies and budgetary procedures, forms and formats, document reports and related requirements.
2. Must have knowledge of the OST Personnel Policies and Procedures, Procurement Management, Financial Management, Records Management, and OMB Circulars New Uniform Guidelines.

3. Must have skill in applying and or finding solutions to improve program efficiency and effectiveness.
4. Must have knowledge in working with requisitions, accounts payable, and travel vouchers, or willingness to learn.
5. Must have experience in planning, and coordinating for workshops and conferences.
6. Must be willing to travel for presentations, trainings and picking up supplies.
7. Must have computer experience with a working knowledge of basic office machinery.
8. Must have knowledge of and the ability to identify resources for program operations and purposes.
9. Must have the ability to work independently, as well as, under direction of the OST Employee Assistance Director, and/or the person with delegated authority.
10. Must be able to keep a high level of confidentiality in regard to all records, materials and knowledge concerning clients of the OST Employee Assistance Program and individuals serviced. *Privacy Act of 1974 (5 U.S.C. Section 552a), 42CFR Part 2, P.L. 99-570 and HIPAA Rules and Regulations.*
11. Must perform other related duties assigned, per the services the employee assistance program provides, and/or as directed by the Director or person with delegated authority.
12. Must pass a Drug and Alcohol test and Background check pursuant to Oglala Sioux Tribe Personnel Policies and Procedures.
13. Must have knowledge and understanding of Lakota values/culture and promote cultural traditions and values within the program operations, or the willingness to learn.

Qualifications:

1. Associates of Arts Degree in Business or related field with a minimum of one (1) year work experience or High School Diploma/GED with a minimum of three (3) years' work experience in a business administration (six (6) months experience of computers included) required.
2. Must have a valid driver's license.
3. Must have a minimum of two (2) consecutive years of abstinence from alcohol and other drugs prior to hire. Two 2 letters of professional reference affirming the abstinence is required.

How to Apply:

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**Vacancy Announcement #18-078**

Position: Accounts Payable Technician  
(Non-exempt)

Salary: Grade Level 11/0  
(\$21,976 per annum)

Program: Fiscal Accounting Office  
(FAO)

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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**General Description of Duties:**

The Accounts Payable Technician position is a support position to the Accounts Payable Supervisor and involves data entry into the automated accounting system to record vouchers for payment, as well as the processing of cash disbursements. This is a non-supervisory position, reporting to the Accounts Payable Supervisor.

**Specific Duties:**

1. Enter data into the automated accounting system to record liabilities of the Tribe, utilizing the accounts payable component of the automated system.
2. Process payments through the cash disbursements cycle of the automated accounting system.
3. Assist the General Ledger Accountants in identifying vouchers for payment that have been recorded in the system if requested by the Accounts Payable Supervisor.
4. Assist the Accounts Payable Supervisor in office matters, such as maintaining records of voided checks, and distributing and filing documents.
5. Work Ethics are excellent.
6. Help other departments as needed.
7. Assist with travel.
8. Assist with W9's and 1099's.

9. Perform other duties as requested by the Accounts Payable Supervisor.

**Requirements and Knowledge:**

1. Two (2) years of college in a computer or business-related field of instruction is **preferred but not required.**
2. Applicant must be bondable.

**Qualifications:**

1. A high school diploma or equivalent is required.
2. One (1) year of data input into an automated accounting system is required.
3. Three (3) years of experience in fund accounting in an automated environment for a government or a non-profit entity is required.

**How to Apply:**

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## Vacancy Announcement #18-079

Position: Life Style Coach (2)  
(Non-exempt)

Salary: Grade Level 16/0  
(\$26,100 per annum)

Program: Oyate BliHelya (Diabetes Prevention)

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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### **General Description of Duties:**

The Life Style Coach will be responsible for utilizing all available resources in working with the at-risk youth and their families. The Life Style Coach will assure that services are consistent with patient/client standards of care and will provide overall case management services on a weekly basis. The Life Style Coach will be under the direct supervision of the Life Style Coach Supervisor.

### **Specific Duties:**

1. Work daily in any/all schools reservation wide.
2. Implement diabetes prevention curriculum on one to one basis with participants and/or small group sessions for children.
3. Provide monthly reports to the Life Style Coach Supervisor.
4. Complete all training in areas provided by the Diabetes Program.
5. Conduct community awareness and give presentations on diabetes.
6. Maintain progress notes on all clients.
7. Follow-up on all clients that are screened by the OST Diabetes Prevention Program.
8. Collaborate with all entities that help with the prevention of diabetes on the Pine Ridge Indian Reservation.
9. Implement HIPAA Policies and Procedures in the Oyate BliHelya Program.
10. Implement procedures for securing records and client confidentiality properly.
11. Other related duties as assigned by the immediate supervisor.

### **Requirements and Knowledge:**

1. Must have knowledge of basic medical terminology.
2. Must have the ability to work with a wide variety of people.

3. Must be able to attend training as deemed appropriate.
4. Must have proficient writing skills required for client case documentation.
5. Indian Preference applies.
6. Must be able to obtain CPR/First Aide Certification within one (1) year of hire.
7. Drug testing prior and a background check will be completed upon hire by the Oyate BliHelya Program.
8. HIPAA training and certification training will be provided by the Oyate BliHelya Program upon hire to ensure patient confidentiality and maintain HIPAA standards.
9. Must have knowledge of computers and basic computer skills.
10. Must be able to maintain caseload and weekly screening requirements.
11. Must be able to take referrals and make referrals to other necessary programs.

### **Qualifications:**

1. Must have a High School Diploma/GED.
2. Must have two (2) years' experience in Health, Human Services, Communications or Education, Childcare or related field.
3. Must possess a valid Driver's License, have access to reliable transportation, and be insurable under the Oglala Sioux Tribe.

### **How to Apply:**

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**Vacancy Announcement #18-080**

Position: Compact Truck Driver (1)  
(Non-exempt)

Salary: Grade Level 11/0  
(\$21,976 per annum)

Program: Solid Waste Management

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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**General Description of Duties:**

The Compact Truck Driver will work under the direct supervision of the Compactor Foreman. The Compact Truck Driver will be required to operate various small, heavy equipment and compactor truck to/from the sanitary landfill setting. The Compact Truck Driver must be able to routinely maintain their equipment/truck and keep logs of activity.

**Specific Duties:**

1. Operate compactor truck, be familiar with all functions and maintenance issues; will maintain them on a regular basis.
2. May be required to assist with all aspects of compactor runs including compactor assistant job (loading and unloading cans).
3. Operate other equipment such as skidsteers and front-end loaders and maintain them on a regular basis.
4. Maintain the landfill sites on a regular basis, this will involve piling and hauling all solid waste to designated areas all waste materials.
5. Required to keep maintenance records of program equipment and supplies.
6. Shall provide training to new operators on use and equipment operation.
7. Shall assist in Public Education and Outreach in Solid Waste Management and Environmental issues.

8. Other duties as assigned by Director

**Requirements and Knowledge:**

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

**Qualifications:**

1. Must have a High School Diploma or GED Certificate.
2. Must have a valid driver's license, must obtain a CDL (Class B) within one year of hire.

**How to Apply:**

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## Vacancy Announcement #18-081

Position: Transfer Site Monitor (1)  
(Non-Exempt)

Salary: Grade Level 1/0  
(\$15,578 per annum)

Program: Solid Waste Management

Location: Manderson, So. Dakota

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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### **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 area 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)***

### **Notice:**

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## Vacancy Announcement #18-082

Position: Equipment Operator/Mechanic (2)  
(Non-exempt)

Salary: Grade Level 18/0  
(\$27,959 per annum)

Program: Transportation - Roads Maintenance

Location: Pine Ridge, So. Dak.  
Kyle, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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### General Description of Duties:

The Equipment Operator/Mechanic transports heavy road construction and maintenance equipment and supplies on the Pine Ridge Indian Reservation and occasionally hauls equipment or materials to and from various locations in the United States. The Equipment Operator/Mechanic typically operates 14 cubic yard gravel dump trucks, 10-ton truck tractors with semi-trailers, heavy-duty snowplows, motor graders, and light duty pickup trucks. The Equipment Operator/Mechanic is under the direct supervision of the OST Maintenance Foreman.

### Specific Duties:

1. Repair vehicles and equipment in the road shop and performs other preventive maintenance as necessary.
2. Good judgment is required to place cargo, equipment, or supplies; to back under and hook up; and back into or through restricted areas for unloading truck tractor and semi-trailers.
3. Repair or replace signs, sign posts, clean culverts, mow road way shoulders, and pick up garbage along the road ways.
4. Responsible for the safety of self and persons near work areas.
5. Perform duties in such a manner as to protect equipment, cargo, and private and public property.
6. Observe established safe working conditions.
7. Appropriate protective clothing and/or equipment is provided to minimize or eliminate hazardous conditions and its use is mandatory.
8. Perform road maintenance duties on paved, gravel, and earth roads, including proper grading of gravel and earth roads, remixing gravel, filling potholes, crowning, distributing material to feathering to the shoulders, etc.
9. Maintain paved roads to fill holes, seal cracks, etc., and will occasionally be required to use rakes and shovels.
10. Fill out daily forms from the BIA form list as follows;
  - Detailed Time Sheets
  - Project Work Orders, 5803's

- Daily Road Maintenance Report, 5804's
11. Perform other related duties as assigned by the Foreman.

### Requirements and Knowledge:

1. Must obtain a Commercial Drivers' License (CDL) Class "A." Must be able to obtain Class A within 6 months of hire
2. Must be able to operate a Tribal owned vehicle in performance of duties.
3. Random drug testing completed as required by federal law.
4. Must have the ability and license to operate tandem dump trucks having a 13 forward speed transmission with gross vehicle weights of 58,000 lbs., with loads from 12 to 16 tons; and tandem truck tractors having 18 forward speeds and 4 reverse speeds with gross vehicle weights of 80,000 lbs.; plus, pull semi-trailers or belly dump trailers.
5. Must have experience and be able to operate and maintain all heavy equipment especially the motor graders.
6. Special skills are required to operate hydraulic controlled V-plows and wing snow plows, reversible one-way snow plows, rotary snow plows, and aggregated spreaders.
7. Must have sufficient mechanical skills and knowledge of trucks to maintain them and make minor repairs on the highways.
8. Must be able to start and operate all types of construction and maintenance equipment.

### Qualifications:

1. Must have a High School Diploma or GED
2. Valid state driver's license required
3. **Must have three (3) years 'experience in heavy equipment operation**

### 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 #18-083**

Position: Tractor Operator (1)  
(Non-exempt)

Salary: Grade Level 16/0  
(\$26,100 per annum)

Program: Transportation  
Roads Maintenance

Location: Reservation Wide

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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**General Description of Duties:**

The Tractor Operator duties consists of mowing along roadways, ditches, approaches, repair of road break-up, sign repair/replacement, operating field type tractor and attached or towed equipment. The tractors operated typically have 4 wheels and up to 8 forward gears and are steered with a conventional steering wheel. The equipment typically requires multiple connections to the tractor and adjustments such as setting the depth of plow blades or the height of mower blades. Operator will be required to fill out daily forms from the BIA Form Project Work Orders, 5803's, and Daily Road Maintenance Report, 5804's. The Tractor Operator is under the direct supervision of the OST Roads Maintenance Foreman.

**Specific Duties:**

- 1 Be familiar with regulations relating to use/misuse of Tribal vehicles.
- 2 Operate both the tractor and equipment and be able to manipulate both the tractor and equipment at the same time.
- 3 Responsible for operating in a safe manner at the work site and while in transit on public roads.
- 4 Completed work is checked for compliance standards operating practices and special instructions.

**Requirements and Knowledge:**

- 1 Must be able to operate under difficult conditions such as mud or terrain.
- 2 Must have knowledge of tractor gears, power ratios, braking and turning capacities; and equipment power requirements, capacities, and operating speeds.

**Qualifications:**

- 1 Must have a High School Diploma or GED
- 2 Must have a minimum of two (2) years' experience or training/education in related field.
- 3 Must have a valid Driver's License (CDL preferred).

**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 #18-084

Position: Office Manager  
(Non-exempt)

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

Program: Water Maintenance & Conservation  
Location: Pine Ridge, SD/Reservation Wide

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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### General Description of Duties:

The Office Manager is responsible for performing duties for the Oglala Sioux Tribal Department of Water Maintenance & Conservation. The Office Manger generally assists the OST Department of Water Maintenance & Conservation Director in accomplishing the duties of the OST DWM&C Director position. The duties include assisting in the development of reports, management of the OST DWM&C budgets, personnel related activities, and general office duties. Supervises OST DWM&C Secretaries, the OST DWM&C Clerks and the Maintenance/Groundskeeper/Janitorial personnel and other related duties including filing, writing and finalizing correspondence, providing phone coverage and a wide range of computer activities required to accomplish the above-mentioned tasks. The Office Manager will be under the direct supervision of the OST Department of Water Maintenance and Conservation Director.

### Specific Duties:

1. Works directly for the Oglala Sioux Tribe Department of Water Maintenance and Conservation (OST DWM&C) OST DWM&C Director in assisting the Director in accomplishing the duties, goals, and objectives of the OST DWM&C Director.
2. Assist the Oglala Sioux Tribe Department of Water Maintenance & Conservation (OST DWM&C) OST DWM&C Director in the development of reports as required by Oglala Sioux Tribe and the Bureau of Reclamation.
3. Assist the Oglala Sioux Tribe Department of Water Maintenance and Conservation (OST DWM&C) OST DWM&C Director in the development of budgets including tracking current program expenditures and preparing documentation required for fund advances for the Bureau of Reclamation.
4. Assist the Oglala Sioux Tribe Department of Water Maintenance and Conservation (OST DWM&C) Director in the development of program related activities as they pertain to the overall management of the OST DWM&C program.

5. Provide general office manager duties for the Oglala Sioux Tribe Department of Water Maintenance & Conservation (OST DWM&C) program. Duties include; filing, writing, and finalizing correspondence; providing program reports to the Pine Ridge Reservation members; and accomplishing a wide range of computer activities required to perform the position of office manager.
6. Other OST DWM&C activities as assigned by the OST DWM&C Director.

### Requirements and Knowledge:

1. Knowledge of office managerial duties including filing, writing finalizing correspondence, and other general office duties.
2. Knowledge of personal computers and software including word processor, spreadsheet and database application.
3. Must have the ability to communication concisely and clearly, orally and in writing.
4. Knowledge of OST Tribal accounting procedures and budget management.
5. Knowledge of business practices as they relate to the development of work plans and budgets.
6. Must possess supervisory skills.

### Qualifications:

1. A two (2) year Associate Degree from a college or university in the field relating to Business Administration, Business Management or a High School Diploma or GED with four (4) years' experience or A.A. in Accounting or related field preferred.
2. Possess a State of South Dakota Driver's License with a driving history with no driver license suspension in the last two (2) years and be insurable.

### 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 dated 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 #16-022

Position: EMS Field Supervisor  
(Non-exempt)

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

Program: Ambulance Service

Location: Medic 5 – Wanblee, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The EMS Field Supervisor will work on assigned shifts consisting of irregular hours. It is the responsibility of the EMS Field Supervisor to keep their units covered with the required staff on a 24/7 basis and be available to cover when unit is uncovered. The EMS Field Supervisor will render care of the sick and injured to the best of their ability and certification level utilizing any and all equipment available, stabilize the patient at the scene and continue care until the patient is successfully handed over to the Emergency Room Staff. The EMS Field Supervisor will oversee the cleanliness and restocking of the unit. The EMS Field Supervisor will display a responsible and professional attitude at all times. The EMS Field Supervisor will be under the direct supervision of the Ambulance Director.

Specific Duties:

1. Schedule staff to cover their assigned Ambulance Unit with two (2) certified personnel on a twenty-four (24) hour, seven (7) day basis.
2. Delegate coverage of shifts in order to minimize excessive overtime.
3. See all required paperwork is completed and turned in to administration on a timely basis, (i.e. trip sheets, mileage sheets, vehicle maintenance inspection sheets, unit checks sheets, unit inventory sheets and gas slips).
4. Responsible for corrective interviews and written reprimands according to OST Personnel Policies.
5. Refer recommendations of disciplinary action to the Ambulance Service Director.
6. Submit a monthly report on all runs taken by their respective staff and units.
7. Conduct monthly staff meetings with respective crew.
8. Work within the community by offering training in First Aid.
9. Respond to all calls in an Ambulance with an assigned shift partner.
10. Respond to all calls with red lights and sirens unless the call is known to be non-emergent.
11. Render care at the scene to the best of their ability utilizing any and all equipment on board the ambulance unit.
12. Provide emergency care to the extent of training and within the scope of certification and/or license level until the call is completed and the patient is successfully in the hands of the Emergency Room Staff.
13. Call in via radio/cell phone to the Emergency Department advising the patient status, physical findings and any treatment given in route and the ETA.
14. Administer treatment as ordered by the Emergency Room Staff prior to arrival of the patient in the Emergency Room within scope of practice.
15. Complete the trip log in full noting all treatment given, Name, Birth Date, Address and all other pertinent information and signatures needed.

16. Upon successful delivery of patient(s) to the Emergency Room, the unit will be restocked and cleaned, ready for the next possible ambulance call.
17. Maintain patient trip logs and mileage logs in an orderly manner.
18. Adhere to all company policies/procedures, protocols, and the OST Ambulance Service guidelines.
19. Conduct supervisory duties in a professional and unbiased manner and able to communicate with staff.
20. Comply with CEU requirements and maintain all relevant certifications and/or licenses.
21. Handle highly stressful situations as they occur.
22. Remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
23. Work irregular hours and rotating shifts.
24. Be on an on-call status as needed.
25. Assure that assigned base is clean and report any maintenance that is needed/required.
26. Perform other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must comply with and have knowledge of the Privacy Act. (HIPAA)
2. Must have knowledge of the Tribal Policies and Procedures.
3. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
4. Must possess supervisory/management skills.
5. NIMS (National Incident Management System) must obtain within six (6) months of hire.
6. Must be able to lift, carry and balance 150 lbs. or more.
7. Must provide yearly physical examination and updated immunizations.
8. Must possess skills of all types of extrication.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have minimum of two (2) years' experience working with a computer.
3. Must have a valid Driver's License, be insurable, and submit to a background check.
4. Must have a current SDBMOE License as an EMT-Intermediate/85 or higher.
5. Must have a current CPR card.
6. Must be certified in the Emergency Vehicle Operation Course (EVOC).

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 #16-086

Position: Licensed Practical Nurse  
(Non-exempt)

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

Program: Native Women's Health Care

Location: Rapid City, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description:

The Licensed Practical Nurse (LPN) position is at the Native Women's Health Care Clinic in Rapid City, SD. The LPN works collaboratively with the Nurse, Physicians, Nurse Midwives and other providers to coordinate the flow of patients through the clinic. The LPN performs all duties in a professional manner according to established policies and procedures. The Licensed Practical Nurse will be under the direct supervision of the Nurse Manager.

Specific Duties:

1. Professional attire, nursing uniform/scrubs, name tag should be worn daily.
2. Work indoors in well lit, ventilated office areas, subject to frequent interruptions.
3. Involvement with patients, family members, personnel, visitors and may work with uncooperative patients and/or family members.
4. May be scheduled to work with Midwife or Doctor, assisting with procedures.
5. Work closely with clinic staff ancillary services, patients, family members and outside agencies and representatives.
6. Maintain patient confidentiality.
7. Arrive on time.
8. Perform general nursing care to patients. This may include noninvasive procedures, i.e. external fetal monitoring, filling out forms, documenting patient information, reviewing data on the computer system as well as additional clerical duties.
9. Prepare equipment and aids provider during treatment, examination and testing of patients. This also includes cleaning of equipment and supplies used.
10. Maintain timely flow of patients. Assist in scheduling when appropriate and assist the reception staff to triage patients needing to be seen in a timely manner
11. Greet patients and prepare them for provider examination and screen patients for appropriate information. Document each patient visit with vital signs, allergy history and medical history in the medical record. Instruct the patient on collection of samples, lab and x-ray testing and assist in scheduling and documenting such in the medical record/EHR.
12. Maintain and review the patient record and other information necessary for continuity of care.
13. Maintain exam rooms for necessary supplies and material and ensure cleanliness. Prepare a list of supplies needed for the practice and maintain surgical instrument by cleaning, wrapping and autoclaving them.

14. Attend all mandatory meetings and in-services. Attend a minimum of one educational program annually and participate in professional development activities.
15. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must possess knowledge of clinic operations, medical and nursing.
2. Must have knowledge of medicine and nursing practice in order to provide patient care and treatment.
3. Must have knowledge of examination, diagnostic and treatment room procedures.
4. Must have the ability to screen incoming calls for referral to the nurse or physicians.
5. Must have knowledge of medications and their effects on patients.
6. Must have knowledge of patient's education principles to develop a self-care program.
7. Must have knowledge of common safety hazards and precautions to establish a safe working environment.
8. Must have skills in administering a wide variety of treatments and medications as directed.
9. Must have skills in using various types of equipment for examination and treatment procedures.
10. Must have skills in taking vital signs.
11. Must have skills in maintaining records.
12. Must have skills in establishing and maintaining effective working relationships with patients, medical staff and public.
13. Must have the ability to recognize problems and recommend solutions.
14. Must have the ability to react calmly and effectively in emergency situations.
15. Must have the ability to communicate clearly.
16. Must possess hearing/sight, senses or use of prosthetics that will enable these senses to function adequately to perform job requirements.
17. Must be flexible in working hours when necessary, and to assume additional duties/responsibilities as assigned. The clinic is open Monday through Friday, 8:00am – 4:30pm. Working beyond 4:30pm is a possibility for some practices.
18. Must have the ability to communicate verbally or in writing using the English language.

Qualifications:

1. High School Diploma/GED equivalent required.
2. South Dakota Board of Nursing Licensure in Licensed Practical Nurse 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 #17-111

Position: Residential Care Provider (Male)  
(Non-exempt)

Salary: Grade Level 8/0  
(\$19,821) per annum

Program: Emergency Youth Shelter

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The Oglala Sioux Tribe Emergency Youth Shelter will provide care and ensure the safety and security as needed for all clients. The Residential Care Provider will work with the client and referring agencies to ensure positive alternatives for youth in at-risk situations. This is a grant funded position and operates on an annual funding cycle.

Specific Duties:

1. Responsible for the general well-being of clients.
2. Responsible for an assigned client caseload and completion of necessary client case documentation and client files.
3. Required to do daily reports on each client.
4. Record incidents on Client Incident Report Form.
5. Will participate in bi-weekly client staffing and staff meetings.
6. Will submit a bi-weekly report of all work activities.
7. Required to participate and supervise housekeeping duties.
8. Develop and prepare nutritious meals in accordance with the U.S. Public Health Service and the Food Handlers Training Manual.
9. Required to dispense medication according to medical recommendations and documentation of such in the proper format.
10. Participate in all in-service training and staff development.
11. Assist in processing requisitions, accounts payable vouchers and program requests.
12. As determined by Program Director to fit program and client needs.

Requirements and Knowledge:

1. Must have strong knowledge of Lakota values and customs.
2. Must possess strong written and verbal communication skills.
3. Must adhere to the Client Confidentiality Rule.
4. Must be assertive and use good judgment.
5. Must be able to respond to emergency situations with clients during work hours.
6. Must be able to abide by the OST Emergency Youth Shelter Program and Oglala Sioux Tribal policies and procedures.
7. Must be available for shift rotation to provide 24 Hour Residential Supervision.
8. Must be able to pass a DCI Background check and Child Abuse and Neglect Screening.
9. Must successfully complete Residential Child and Youth Care Professional Certification within one year of employment date.
10. Must pass a physical exam.

Qualifications:

1. Must possess at a minimum a high school diploma or GED certificate.
2. Must possess a valid driver's license.

How to Apply:

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**RE-ADVERTISED**

**Vacancy Announcement #17-145**

Position: Bailiff/Process Server  
(*Non-Exempt*)

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

Program: Oglala Sioux Tribal Court

Location: Kyle, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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**General Description of Duties:**

This position is located in the Kyle Court House and the primary duty station will be at the Kyle Court House. This position will work closely with the civil clerks in expediting all order of the Tribal Court. Will make personal contact to serve court documents. This position will be under the Court Administrator.

**Specific Duties:**

1. The Bailiff/Process Server shall be present in the courtroom on all criminal and civil hearings scheduled by the Court Clerks.
2. Will deliver all outgoing mail to post office and picks up mail/correspondence
3. Ensure the hallways of the court are kept clear of traffic at all times.
4. Ensure all doors are locked at the close of businesses daily; including the individual consultation rooms in outer courtroom.
5. Must be able to adapt and have ability to handle and cope with prisoners while in courtrooms.
6. Must meet with civil and juvenile clerks on a daily basis to pick up notices of hearings, subpoenas, summons and related documents for service and return proof of service on a daily basis.
7. Service notice of hearings, subpoenas and related court documents in an efficient and timely manner.
8. Create, establish and maintain an accurate record of Service of Process according to the chronological dates of court proceedings.

9. Provide bi-weekly reports to the civil and juvenile clerks regarding the Service of Process on cases.
10. Maintain good physical, emotional and mental conditions to satisfactorily perform the functions of the position.
11. Other related duties as assigned.

**Requirements and Knowledge:**

1. Ability to handle and cope with prisoners brought into courtrooms.
2. Ability to handle any misunderstandings while in courtroom
3. Ability to maintain confidentiality of all court matter.

**Qualifications:**

1. High School Diploma or GED required.
2. Must have one (1) year of experience in law enforcement, and or security guard preferred
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations)
5. Must have a valid driver's license.

**How to Apply:**

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RE-ADVERTISED

Vacancy Announcement #17-152

Position: District Data Clerk (1)  
(Non-exempt)

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

Program: OST Administration

Location: Medicine Root District CAP

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The District Data Clerk provides direct support to the district by maintaining the automated financial management system and providing accounting reports of fiscal transactions and preparing statistical data on enrollment, population characteristics, and other information as deemed necessary by the elected official. The District Data Clerk will be under the direct supervision of the District Service Center Manager.

Specific Duties:

1. Process approved vouchers for payment through the automated accounting system.
2. Maintain cash disbursements journal, cash receipts journal, and general accounting ledger for all district monies. All of this activity is performed through the automated accounting system.
3. Prepare a trial balance of accounting records on a monthly basis.
4. Prepare a comparative report of budgeted expenditures to actual expenditures and a comparative report of budgeted revenues to actual revenues received on a monthly basis.
5. Perform bank reconciliation of all district bank accounts on a monthly basis, such reconciliation being completed to the automated accounting records.
6. Review monthly trial balances of accounting records for reasonableness and identify required correcting entries for adjustments.
7. Serve as the primary district contact for the Tribe's external computer consultant and for the District Coordinator's Office regarding financially related matters.

8. Prepare other financial reports as required.
9. Maintain district automated system in operating order and work with the Tribe's external computer consultant on program upgrades and other areas to assure that the system is operationally sound.
10. Assist the elected district officials in preparing budgets by providing historical and projected financial data.
11. All other related duties as assigned by the Supervisor.

Requirements and Knowledge:

1. Computer skills are required as well as the ability to operate business machines common to an office environment.
2. Must be knowledgeable in appropriate computer software programs.
3. Must be able to follow oral and written instructions.
4. Must possess public relation skills.

Qualifications:

1. Must have a High School Diploma or GED with one (1) year of experience in basic accounting practices and budgeting.
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)**

Notice:

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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.

RE-ADVERTISED

Vacancy Announcement #18-013

Position: Tractor Trailer Driver  
(Non-exempt)

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

Program: Food Distribution Program

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The Tractor Trailer Driver hauls commodity food to the Districts served by the Commodity Program and hauls food to resupply the Commodity Warehouse in Wanblee. Also loads/unloads incoming trucks and has knowledge of proper Food Distribution to participants of the commodity program.

Specific Duties:

1. Perform duties in such a manner as to protect equipment, cargo, private and public property. Establish safe working conditions.
2. Must have knowledge of monthly breakdown of commodities for each person every month in each district
3. Perform other related duties assigned by the supervisor.

Requirements and Knowledge:

1. Random drug testing for this position is required by federal law.
2. Must have the ability and license to operate tandem truck tractors having 18 forward speeds of gross vehicle weight of 80,000 lbs., plus pulling semi-trailers.
3. Must have sufficient mechanical skills and knowledge of trucks to maintain them and make minor repairs on the highways.
4. Must abide by all policies and guidelines of the program and the Oglala Sioux Tribe's Personnel Policies and Procedures.

5. Must be able to follow verbal and written orders and instructions.
6. Must be able to maintain a good working relationship with other employees and with the public.
7. Must be able to accurately fill out the forms provided by the Tribe's offices when applicable.
8. Must be reliable, responsible and honest.
9. Must be able to work in all types of weather; i.e. extreme heat, cold, rain, etc.
10. Must be able to stack and load various types of commodities by manual labor without difficulty. Heavy lifting involved, therefore applicant must be in excellent physical health (No existing or pre-existing back problems).
11. Certificate of Blood Degree required.

Qualifications:

1. Required to have and maintain a South Dakota State Commercial Driver's License (CDL).
2. Two (2) years of driving experience with 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)**

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."

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RE-ADVERTISED

Vacancy Announcement #18-030

Position: Learning Center Mentor (2)  
(Non-exempt)

Salary: Grade Level 2/0  
(\$16,124 per annum)

Program: Child Care & Development

Location: Pine Ridge, So. Dak. (1)  
Kyle, So. Dak. (1)

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The Learning Center Mentor will be responsible for planning and providing safe activities for the children enrolled in the Learning Centers. Activities will include cultural, recreational, education and skill building activities, collaborative efforts with Reservation Schools and other youth serving agencies. The Learning Center Mentor will be supervised by the Learning Center Supervisor.

Specific Duties:

1. Will be responsible for planning and implementing youth activities for the children in the Learning Center.
2. Will collect information on children and plan daily activities according to the child's individual needs.
3. Will supervise activities for safety and entertainment.
4. Will need to participate in physical activities.
5. Will provide a wide range of activities for children in the Learning Center.
6. May have to handle conflicts that may arise with participants and parents.
7. Conduct daily cleaning duties.
8. May be required to provide coverage in other Learning Centers.

Requirements and Knowledge:

1. Must be able to work with children and families.
2. Must be prompt and dependable
3. Must pass an Alcohol and drug test
4. Must pass a yearly physical and TB test
5. Must be able to lift objects weighing up to 50 pounds
6. Must demonstrate good oral and written skills.
7. Must demonstrate conflict resolution skills with children and parents.
8. Must carry and inherent personal commitment to uphold laws and the integrity to preserve the confidence of the public, peers, supervisor, and children of the Oglala Lakota Nation

Qualifications:

1. Must have a High School Diploma.
2. Must pass a background check with no child related or violent convictions.

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:

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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.

RE-ADVERTISED

Vacancy Announcement #18-031

Position: Learning Center Supervisor (1)  
(Exempt)

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

Program: Child Care & Development

Location: Pine Ridge, So. Dak. (1)

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The Supervisor will implement overall program planning, maintain and organize all record keeping for all entities involved. The Supervisor will serve as teacher/caregiver/cook when needed. The Supervisor will be under the director supervision of the Learning Center Coordinator.

Specific Duties:

1. Organize and maintain an office filing system for all entities involved.
2. Establish and maintain record keeping for all children enrolled in the program.
3. Supervise personnel and complete evaluations.
4. Coordinator training for Organization (staff and families).
5. Monitor performance indicators for all children as needed for formative and summative evaluation reports
6. Evaluate and maintain progress of program goals and objectives.
7. Assist in the supervision of all children
8. Implement proper use of language, voice tone, and manners to serve as role models
9. Follow proper procedures in reporting child abuse/neglect
10. Use proper guidance techniques

Requirements and Knowledge:

1. Possess good written and verbal communication skills

2. Must be able to lift a child weighing 30 lbs or more if necessary
3. Must have ability to work with parents and community
4. Ability to maintain an environment that ensures safety, healthy environment for the child
5. Ability to maintain an environment that is conducive to learning and to physical growth
6. Able to provide supportive social/emotional atmosphere for all children
7. Possess commitment to professionalism
8. Must submit a physical with a negative TB test
9. Must submit to pre-employment drug test and subject to a periodic random drug test.
10. Must have First Aid and CPR training

Qualifications:

1. Possess one or more of the following: CDA certification or AA Early Childhood or related education field
2. Must have a minimum of six (6) months experience supervising staff
3. Must have a valid Driver's License
4. Must pass a background check with no child related or violent convictions.

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:

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RE-ADVERTISED

Vacancy Announcement #18-034

Position: Assistant Cook (4)  
(Non-exempt)

Salary: Grade Level 14/0 – 20/0  
(\$24,365 – \$29,951 per annum)

Program: Department of Corrections  
**Justice Center & JDC**

Location: Kyle, So. Dak. (1)  
Pine Ridge, So. Dak. (3)

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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General Description of Duties:

Prepare three cooked meals each day for each prisoner incarcerated at the Facility and KiYuksa O'Tipi Reintegration Center and Justice Center Facility. All food shall be prepared in an adequate quantity, which is nutritiously balanced. The Assistant Cook may work long irregular hours, weekends, and frequently changing shifts and assignments are subject to change without notice. The Assistant Cook works under the direct supervision of the Food Service Supervisor and all security and safety issues are governed by the Facility administrator and other ranking Correctional Staff.

Specific Duties:

1. Coordinates preparation of all daily meals for Correctional Facility.
2. Perform cooking tasks, supervises inmate workers (only when assisting in the kitchen) and maintains records.
3. Prepare morning, noon and evening meals to be fed to inmates.
4. Prepare evening snacks for the diabetics.
5. Maintain the kitchen in a neat and clean manner in accordance with department policy and applicable federal health standards.
6. Follow orders from the Correctional Officer or ranking officers during crisis situations or when there is a concern or breach regarding safety and security of the facility, public, staff or inmates.
7. Plan menus for inmate meals, taking into account food quantities, recipes, preparation times, serving instructions, nutrition's, health care requirements and visual appeal.
8. Abide by jail security requirements and practices.
9. Prepare meals to meet special dietary menus as directed by health care providers (doctor-dietician).
10. Keep appropriate records as established by department procedures.

11. Conduct daily inspection of kitchen.
12. Responsible for keeping their personal lives drug and alcohol free and maintain a high degree of professionalism and comply with the Code of Conduct, Ethics and General Code of Order.
13. May be called to duty in a crisis situation and/or weather conditions by the Food Service Supervisor, Lead Correctional Officer on duty, the Facility Administrator or Director of Corrections.

Requirements and Knowledge:

1. Must be able to pass the Food Handlers Course within six (6) months of hire.
2. Must be able to follow directions.
3. Must have the ability to exercise mature judgment and retain poise in pressure or crisis situations.
4. Must be professional at all times.
5. Must have no misdemeanor or convictions with the past year. Excluding minor traffic violations.
6. Must have never been convicted of a felony crime.
7. Must be able to pass a physical and medical examination due to medical or physical conditions that may interfere or prevent from performing duties required.

Qualifications:

1. Must have a High School diploma or GED.
2. Age limit 21 years or older.
3. Must possess a valid State Driver's License.
4. Must have no misdemeanor or convictions within the past year. Excluding minor traffic violations.
5. Must have never been convicted of a felony crime.

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:

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RE-ADVERTISED

Vacancy Announcement #18-045

Position: Security Officer (5)  
(Non-exempt)  
Salary: Grade Level 10/0  
(\$21,233 per annum)  
Program: Office of Support Services  
Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

General Description of Duties:

The Security Officer will be responsible for the overall protection of all Oglala Sioux Tribe's Property located in the Pine Ridge Village area. The property will include Twenty-Three Buildings, Fifteen Trailers, Nine Storage Bins, Nine Storage Sheds, and Eight Fenced in areas, Three Garages, and all the program vehicles. While on duty the Officer will police areas to prevent any attempts of theft, vandalism of any OST property, keep the public from loitering around after business hours, and will make sure all program vehicles are secure. During normal business hours, the Officer will try to prevent intoxicated persons from entering any of the O.S.T. Tribal buildings Support Services is posted at. Will protect Tribal employees at all three locations from any forms of threats and will escort individuals out of any office when necessary. All Security Officers will wear a uniform according to the dress code set by the Program Director while on duty. There will be no alterations to the dress code. See specific duties below for more in-depth job description. The Security Officer will be under the direct supervision of the O.S.T. Support Services Supervisor and Director.

Specific Duties:

1. Assignment will be to one of the three security posts located in the Pine Ridge area. Human Resource Building (Old Housing Authority), Airport Building (Old DSS), and O.S.T. Administration Building.
2. Will be accountable for maintaining a detailed Daily Activities Log during shift.
3. While on duty at the O.S.T. Administration Building responsibilities will be ten buildings, thirteen trailers, seven storage sheds, nine bins, Property & Supplies fenced yard, Special Education's fenced yard, Diabetes fenced yard, Child Care Buildings fenced yard, and all program vehicles.
4. Assignment at the Human Resource Building the Officers' responsibilities will be eleven buildings, one gated area, one trailer, two storage sheds, one garage, and all program vehicles.
5. The Airport responsibilities will be two buildings, one trailer (Election Board), 4 fenced in areas (Water & Sewer, Mni Wiconi, Transportation, and O.S.T. Transit), and all program vehicles.
6. Will keep the peace at your assigned duty post and maintain order as well during business hours. When addressing the public be respectful, polite, and professional.
7. When making security checks if there is a building or vehicle open place a slip that has the Support Services information on it for them to call. The slip informs the office they had a door or vehicle open and fill out an incident report as well. Incident reports are for any out of the ordinary activity that occurs while on duty.
8. If unable to work your assigned shift call the Supervisor first if no one answers then call the Director. Will need to keep calling until you reach either one.
9. Will assist all O.S.T. Programs when needed in the Pine Ridge area.
10. The Program will assign a call sign to use while on duty for Public Safety.
11. The Chain of Command for the Program is the Supervisor, then the Director, and last the Executive Director.
12. Monitor camera system at the Administrative Building or Airport Building if assigned to either post.
13. Assist the Election Committee if assigned to keep the peace at selected polling places.
14. Maintain hygiene while on duty and will show up for duty groomed.
15. Be capable of performing some light, moderate, and heavy lifting when directed.
16. If assigned to dayshift at the Tribal Building will assist the Clinical Lab when needed.
17. Notify Public Safety, or the Fire Department with handheld radio when necessary.
18. Communicate with Security at other post with a handheld radio or cell phone while making security checks
19. The Program operates during Holidays and any Administrative Leave granted by the President.
20. The job requires you to be on call, so it is a requirement there is a working number that you can be reached at. Will need to be flexible to work a rotating schedule, and overtime as well.

21. Do not clock out or leave your post until your relief shows up. Leaving without authorized permission from the Director or Supervisor is not acceptable and disciplinary action may occur.
22. If you use one of the program vehicles or ATVs' you will be required to check all vital fluids, tire pressure, and make sure the lights are functional before your shift starts.
23. If assigned to attend O.S.T. Tribal Council Meetings you will be there to keep peace and order for everyone who attends, and that includes all the Tribal Council Members.
24. During the Veterans Pow Wow, and Oglala Nation Pow Wow all Support Service Staff will work extra shifts starting on Thursday ending on Sunday.
25. Try to let the Supervisor know ahead of time if possible when you will need to take some time off so it will give time to find a replacement to cover your shift.
26. Make a minimum of four patrols of your assigned area. If on the 4 p.m. to 12 a.m., or 12 a.m. to 8 a.m. shifts it is required that two thorough check is performed of assigned buildings, vehicles, sheds, storage bins, and fenced in areas for each shift. For the fenced in areas make sure there is a chain and paddle lock on the gate if not secure the area if left open. If a fenced area is open then you must check the building to make sure no one is still working then secure the area if no one is present make sure it is documented with an incident report and daily shift log.
27. The Program Supervisor will set up training to certify all new Security Officers to carry pepper spray, a collapsible baton, Taser, handcuffs on a duty belt. Hand to hand combative training and the proper procedure to handcuff an individual is also a required class that must be completed. The Supervisor will also track all Security Officers' to set up training for recertification when needed.
28. The fuel for all the program vehicles will be taken care of by the Director, Supervisor, or assigned personnel.
29. Program vehicles will only be used for making patrols. There will be no excuse for the vehicles to be in the housing areas or taken home. The only area authorized is the Internet Café because of the location.
30. Dress uniform consists of a security shirt, security hat, black pants, and black duty boots. The duty belt will be issued once you are certified. Uniform will be clean, wrinkle free, shirt tucked in, and will be worn in a professional manner at all times. It is mandatory for all Security Officers to follow the dress code.
31. Will be responsible for all issued uniforms, and duty gear. Program does not provide pants and boots.
32. Security Officers will perform any other task directed by the O.S.T. Support Services Supervisor and Director.

Requirements and Knowledge:

1. Will need to pass a background check.
2. Pass a pre-employment Drug & Alcohol Test.
3. Must be alcohol and drug free.
4. Complete a CPR course for Adults & Children, First Aid class, and train to operate an AED (Automatic External Defibrillator). The Supervisor will set up training if needed.
5. Adhere to the O.S.T. Employee Personnel Policies and Procedures Handbook.
6. Prior related experience preferred, if not must be willing to attend security training that will be scheduled by O.S.T. Support Services Supervisor. To be certified you will need to successfully pass the Handcuffs, Baton, Pepper Spray, Taser training, and Combative procedures training.
7. Strong moral character is needed to be responsible, honest, and reliable for the duties that you will be performing while on the job with Support Services.

Qualifications:

1. High School Diploma or G.E.D. Certificate required.
2. Must be 21 years or older.
3. Valid Driver's License (For Insurance Purposes to operate Program Units).

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:

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**RE-ADVERTISED**

**Vacancy Announcement #18-047**

Position: Janitor (Part-time)  
(Non-Exempt)

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

Program: Oglala Sioux Tribal Court

Location: Pine Ridge, So.Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018  
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**General Description of Duties:**

The Janitor will provide janitorial duties for the Pine Ridge Court House. The janitor will be under the general supervision of the Court Administrator

**Specific Duties:**

1. Cleans offices, storerooms, corridors, stairways
2. Mop, vacuum, stripping wax, waxing and polishing floors
3. Use power equipment
4. Dust furniture, walls, woodwork, ceilings, screens
5. Maintains restrooms in clean, orderly and sanitary condition
6. Cleans, disinfect and deodorizes lavatories, urinals and toilet bowls
7. Keeps lobby clean; windows are cleaned, walls wiped down, chairs cleaned and sprayed
8. Other related duties as assigned by the Court Administrator and/or Chief Judge.

**Requirements and Knowledge:**

1. Must be able to lift at least 50 pounds
2. Must be in good physical shape

3. Must be able to follow directions and complete work assignments in timely manner

**Qualifications:**

1. High School Diploma or GED required.
2. Must have no prior felony convictions.
3. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations)
4. Must have a valid driver's license.

**How to Apply:**

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**Notice:**

Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to illegal drug use screening prior to appointment. Appointment to the positions will be contingent upon a negative drug test result.

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RE-ADVERTISED

Vacancy Announcement #18-052

Position: EMS Dispatcher (1)  
(Non-exempt)

Salary: Grade Level 1/0  
(\$15,579 per annum)

Program: Ambulance Service

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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General Description of Duties:

The EMS Dispatcher will dispatch all medic units under the OST Ambulance Service program in response to calls for Pine Ridge Indian Reservation and coordinate efforts for all trauma or medical emergencies utilizing radio and telephone equipment. The EMS Dispatcher duties require professionals who are able to maintain composure and self-control, even in the midst of stressful situations. The EMS Dispatcher must also have excellent communication skills, both verbally and written, and they must have strong organizational and interpersonal skills. The EMS Dispatcher will be under the direct supervision of the Dispatcher Supervisor.

Specific Duties:

1. Work evenings, night, weekends, and holidays to maintain twenty-four (24) hour coverage of the emergency dispatch system.
2. Answer all calls via phone and radio.
3. Maintain concise records of all dispatching activities, including unit assignments.
4. Obtain and act on information quickly and accurately in emergency situations.
5. Log in EMS employees as they come on or off duty.
6. Use computer systems and dispatching equipment to communicate and coordinate activity with EMS units, as well as with other agencies.
7. Direct ambulances by giving exact location of the call. Direct vans by giving origin and destination of the trip.
8. Operate communications equipment (multi-button telephones, base radios, and computer terminals).
9. Accurately transmit messages and information to EMS units responding to calls.
10. Demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer services.
11. Maintain status and location of all EMS personnel and vehicles.
12. Remain calm and effective under heavy workloads and in emergency situations.

13. Consult supervisor on non-routine matters.
14. Responsible for cleanliness of the communication center.
15. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must successfully pass a background investigation.
2. Must have excellent communication skills via telephone and radio transmissions.
3. Must comply with and have knowledge of the Privacy Act (HIPAA).
4. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
5. Must be knowledgeable in the tribal policies and procedures.
6. Must obtain within six (6) months of hire the NIMS (National Incident Management System) 100 & 200 certification.
7. Must be able to pass the EMD program within 6-12 months of hire and maintain certifications during employment.
8. Must have working knowledge of the surrounding geography as to best determine responses among districts and to ensure continuous coverage throughout all districts.
9. Must have the ability to interpret maps, radio codes, and data received from a number of sources.
10. Must have the ability to handle high stress situations as they occur.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have a valid State 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 #18-057

Position: Nurse Assistant (CNA)  
(Non-exempt)

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

Program: Residential Treatment and Detox Center

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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General Description of Duties:

Responsible for maintaining the cleanliness of the medical screening areas of the facility as well as assisting with client needs through the detox and stabilization process. The Nurse Assistant will operate within their scope of work to assist the medical staff to ensure clients are safely detoxified and ready to transition into treatment. Within the residential treatment center, the Nurse Assistant will provide supervision to clients and will be responsible for the dispensing of client medication. The Nurse Assistant works the shift assigned, which may be 8 am to 4:30 pm; 2:30 pm to 10:00 pm; or 10:00 pm to 8:00 am. Will be under the direct supervision of the program director.

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. Administer medications and treatments as directed by a physician or nurse.
2. Clean rooms and change linens.
3. Prepare, serve, and collect food trays.
4. Provide patients with help walking and exercising.
5. Work as part of a medical team that examines and provides behavioral health treatment.
6. When required, collect specimens such as urine, feces, or sputum.
7. Explain medical instructions to patients and family members.
8. Maintain inventory by storing, preparing, sterilizing, and issuing supplies.
9. Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff.
10. Perform clerical duties such as processing documents and scheduling appointments.

11. Assist with client supervision.

Other Client and Public Services

1. Transport clients when required.
2. Participate in regular staff meetings.
3. When requested, prepare and deliver information related to the health consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professionalism within the workplace and communicate in a manner that conveys respect for co-workers and clients.
5. Perform all other duties as assigned by the direct supervisor/program director.

Requirements and Knowledge:

1. Must demonstrate competence working with members of the Oglala Sioux Tribe.
2. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
3. Must abide by the Anpetu Luta Otipi Policies and Procedures.
4. Must be patient, positive, and friendly to clients, the public, and co-workers.

Qualifications:

1. Must have obtained a high school diploma or GED certificate.
2. A Certified Nurse Assistant (CNA) preferred or must obtain CNA certification within the 90-day probation period required.
3. Must have a valid driver's license and be insurable under the OST Vehicle Insurance plan.
4. Must have no prior felony convictions in the last five years.
5. 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)**

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."

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RE-ADVERTISED

Vacancy Announcement #18-058

Position: Counselor Aid (1) (Female)  
(Non-exempt)

Salary: Grade Level 11/0  
(\$21,976.00 per annum)

Program: Residential Treatment and Detox Center

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018  
Closing Date: August 13, 2018

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General Description of Duties:

The Counselor Aide provides assistance to Anpetu Luta Otipi's clinical addiction treatment team in both the residential and outpatient treatment setting. Within the residential program the Counselor Aide is primarily responsible for the supervision of clients during routine daily activities and special events. The Counselor Aide coordinates life skills, educational, recreational, and other non-clinical services to enhance the overall quality of services clients receive. Within the residential program the Counselor Aide provides supervision to clients 24 hours a day/7 days a week. The Counselor Aide works shifts assigned by a manager or the Treatment Coordinator. In the outpatient program, the Counselor Aide assists clients with the admission process, provides data entry, organizes client files, assists with the arrangement of services, and may help a counselor facilitate large groups. Under the direct supervision of the program director.

Specific Duties:

Administrative

1. File all client data in accordance with program policies and procedures.
2. Assist primary counselors/ case managers with preparation and completion of client files, which includes data entry.
3. Complete documentation of client activities and daily disposition by the conclusion of each shift.
4. Complete documentation of client medication dispensed by the conclusion of each shift.
5. Participate in shift change reports.
6. Attend all required in-service training, staff meetings, and other training as requested.

Client Supervision & Program Assistance

1. Supervise residential clients at all times during duty hours.
2. Assist with client admission and orientation for both residential and outpatient facilities.
3. Transport clients for appointments, program sanctioned activities, and to referral agency sites.

4. Facilitate educational and life skills groups.
5. Promote Anpetu Luta Otipi programs and services during community informational fairs and other special events.
6. Perform all other duties as assigned.

Requirements and Knowledge:

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

Qualifications:

1. Must have obtained a High School Diploma or GED certificate.
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 #18-062

Position: Community Health Representative  
(Non-exempt)

Salary: Grade Level 18/0  
(\$27,959 per annum)

Program: Community Health Representative

Location: Pine Ridge, So. Dak.

Opening Date: July 27, 2018

Closing Date: August 13, 2018

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General Description of Duties:

The Community Health Representative (CHR) will visit with Native American/Alaskan Native families to teach and demonstrate good health practices for all ages located on the Pine Ridge Reservation. The CHR will also assist Indian Health Services (IHS) and other medical staff with specialty clinics, health awareness workshops and other health activities for all people. The CHR will be under the direct supervision of the Community Health Representative (CHR) Program Director.

Specific Duties:

1. Assist families in home care for acute and chronically ill through teaching of First Aid, Home Nursing and accepted health care practices.
2. Families will be encouraged to keep appointments especially for Diabetes, Kidney Dialysis, Tuberculosis, Cardiac, etc.
3. Stress the importance of proper prenatal care and the importance of children's immunizations.
4. Explain the cause and effects of personal cleanliness and the relationships between good and poor hygiene and such afflictions as diarrhea, impetigo, scabies, pediculosis, head lice and the proper treatment for such conditions. Encourage and promote better dental hygiene by encouraging routine dental check-ups.
5. Promote safety measures in the home for the prevention of accidents and also encourage better sanitation and sound environmental health practices.
6. Will be required to correctly code and complete CHR PCC reports on all health activities performed on a daily basis
7. Will be required to complete data entry of all respective daily CHR PCCs into IHS PRMS Data

8. Bank daily and submit daily scheduling information to either CHR secretary or CHR PCC Data Technician.
8. At times will be required to provide transportation services for dialysis patients and other patients when no viable transportation within household is available. This may require providing transportation services on weekend and after normal working hours and during emergency or ambulatory scenarios.

Requirements and Knowledge:

1. Required to take and successfully complete the Basic Community Health Representative training course, Cardio-Pulmonary Resuscitation (CPR), First Aid, Vital Sign Certification, Blood Glucose Monitoring Certification, Defensive Driving Course, and attend in-service training sessions and health workshops relevant to the Community Health Representative Scope of work.
2. Required to obtain South Dakota certified CNA licensure for CMS and Privacy Insurers reimbursement claims for delivery of health care services.

Qualifications:

1. Must be a high school graduate or have a GED.
2. Must have own/possess a personal vehicle.
3. Must have a valid South Dakota Driver's License
4. Possess current liability on personal vehicle.

How to Apply:

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