



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.oglalalakotatnation.info.

Opening Date: April 23, 2018

Closing Date:

May 4, 2018

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|--------|--------------------------------------|---|-------------------------------|
| 18-028 | District Maintenance/Janitor (1) | Administration | Pass Creek District CAP |
| 18-029 | Learning Center Aide/Cook (3) | Child Care & Development Program | Reservation Wide |
| 18-030 | Learning Center Mentor (2) | Child Care & Development Program | Reservation Wide |
| 18-031 | Learning Center Supervisor | Child Care & Development Program | Reservation Wide |
| 18-032 | Receptionist | Community Health Representative Program | Pine Ridge, So. Dakota |
| 18-033 | Correctional Officer (7) | Department of Corrections/AOF | Pine Ridge, So. Dakota |
| 18-034 | Food Service Cook (Assistant Cook) | Department of Corrections/MRDC & Justice Center | Pine Ridge & Kyle, So. Dakota |
| 18-035 | Correctional Officer (5) | Department of Corrections/Justice Center | Pine Ridge, So. Dakota |
| 18-036 | Site Manager | Elderly Meals | Allen, So. Dakota |
| 18-037 | Director | Job Placement & Training | Pine Ridge, So. Dakota |
| 18-038 | Certified Nurse Assistant (CNA) | Native Women's Health Clinic | Rapid City, So. Dakota |
| 18-039 | Medical Records Clerk | Native Women's Health Clinic | Rapid City, So. Dakota |
| 18-040 | Patient Registration | Native Women's Health Clinic | Rapid City, So. Dakota |
| 18-041 | Natural Resources Specialist | Natural Resources Regulatory Agency | Pine Ridge, So. Dakota |
| 18-042 | Tribal Historic Preservation Officer | Natural Resources Regulatory Agency | Pine Ridge, So. Dakota |
| 18-043 | Water Administrator | Natural Resources Regulatory Agency | Pine Ridge, So. Dakota |
| 18-044 | Processing Clerk | Property & Supply Department | Pine Ridge, So. Dakota |
| 18-045 | Security Officer (6) | Support Services | Pine Ridge, So. Dakota |
| 18-046 | Tribal Roads Foreman | Transportation/Motor Fuels | Reservation Wide |
| 18-047 | Janitor (Part-time) | Tribal Court | Pine Ridge, So. Dakota |
| 18-048 | Domestic Violence Advocate | Victims Service | Pine Ridge, So. Dakota |
| 18-049 | Water and Sewer Operator (2) | Water & Sewer Department | 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 #18-028

Position: District Service Maintenance/Janitor (1)
(Non-exempt)

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

Program: OST Administration

Location: Pass Creek District CAP

Opening Date: April 23, 2018

Closing Date: May 4, 2018

General Description of Duties:

The District Service Maintenance/Janitor provides overall maintenance and janitorial services to the district government and district offices and performs delivery, trucking, and general assistance duties as required by the uniqueness of the individual District Service Center. Each District Service Maintenance/Janitor may perform varying duties depending upon the requirements of the different District Service Center. The District Service Maintenance/Janitor must be able to perform light maintenance to reduce the reliance of the District Service Center upon external mechanical contractors and must be able to manage time effectively in order to fulfill general laborer needs of the District Service Center. The District Service Maintenance/Janitor is under the direct supervision of the District Service Center Manager.

Specific Duties:

1. Perform all light maintenance duties for the District Service Center, which do not involve extensive work that would require external mechanical contractors.
2. Perform all janitorial/labor duties within and around the District Service Center.
3. Assist the District Service Center staff in deliveries and other duties required to maintain constant services to the general population.
4. Will operate district vehicles, as determined by the District Service Center Manager.
5. Perform laborer duties as required by the District Service Center.
6. Perform other duties related as requested by the District Service Center Manager.

7. Maintain grounds keeping and landscaping duties.
8. Responsible for all district service center equipment and tools.
9. All other related duties as assigned by the supervisor.

Requirements and Knowledge:

1. Must be willing to obtain training when offered.
2. Must possess public relation skills.

Qualifications:

1. Must have a minimum of a HS/GED with maintenance and/or general janitorial experience.
2. Must have a valid driver’s license and be insurable under the OST.
3. Qualified District members will be given priority in the selection. Proof of residency may be required.

How to Apply:

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

Notice:

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

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

Vacancy Announcement #18-029

Position: Learning Center Aide/Cook (3)
(Non-Exempt)

Salary: Grade Level 7/0
(\$19,151 per annum)

Program: Child Care & Development

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

Opening Date: April 23, 2018

Closing Date: May 4, 2018

General Description of Duties:

The Aide/Cook is responsible for implementing nutritional meals and snacks for the infants/toddler/children of the Learning Center, which would include the preparation of two meals and two snacks for the children. The Aide/Cook plans and implements positive activities to promote youth development. The Aide/Cook will be under the immediate supervision of the Learning Center Supervisor.

Specific Duties:

1. Plan menu and purchase food according to budget.
2. Plan and prepare nutritious meals and snacks in a timely manner according to menu.
3. Keep inventory on kitchen materials, equipment and groceries.
4. Maintain a list of names who have food allergies, be knowledgeable of food substitutions.
5. Read and follow the Food Safety Handbook.
6. Assist in the preparation and delivery of daily center activities for children.
7. Observe behavior and development of children and collect information concerning the children.
8. Keep documentation of all required activities.
9. Conduct daily cleaning responsibilities.
10. Maintain current certification of all required training.
11. Adhere to confidentiality
12. Plan safe activities that promote positive youth development in the health, education and cultural areas.

Requirements and Knowledge:

1. Must be able to prepare and serve family style meals and snacks.
2. Must be prompt and dependable.
3. Must be able to work with young children and their families.
4. Must pass a yearly course in CPR and First Aid.
5. Must pass a yearly physical and TB test.
6. Must be able to lift objects weighing up to 50 lbs.
7. Possess commitment to professionalism
8. Must carry an 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 or equivalent GED.
2. Three (3) months or more related experience in the education field
3. 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)***

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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: April 23, 2018

Closing Date: May 4, 2018

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:

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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: April 23, 2018

Closing Date: May 4, 2018

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)***

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Vacancy Announcement #18-032

Position: Receptionist
(Non-exempt)

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

Program: CHR Program

Location: Pine Ridge, So. Dak.

Opening Date: April 23, 2018

Closing Date: May 4, 2018

General Description of Duties:

The incumbent will be responsible in operation of the telephone system at the CHR office Program. Incumbent will assist the CHR secretary and be under the direct supervision of the CHR Secretary.

Specific Duties:

1. Incumbent will answer telephone calls and direct calls to appropriate offices.
2. Incumbent must be able to operate typewriter, computer, shredder and other office equipment. Adhere to office practices and procedures. Establish and maintain a working relationship with CHR staff.
3. Be courteous, friendly and deal with the public in a professional manner. Supply non-technical information to callers and the general public.
4. Carry out and understand oral and written instructions and directives.
5. Assist CHR staff in health-oriented events, workshops and in-service training.
6. Submit required paperwork and reports in appropriate time manner.
7. The incumbent will be required to submit CHR PCC reports on all health activities performed on a daily basis.
8. Perform other related duties as requested by immediate supervisor.

Requirements and Knowledge:

1. Incumbent will be required to take and successfully complete the Basic

Community Health Representative training course, Cardio-Pulmonary Resuscitation (CPR), First Aid, Vital Sign Certifications, 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.

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:

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 #18-033

Position: Correctional Officer (7)
(Non-exempt)

Salary: Grade Level 20/0 – 25/0
(\$29,951 – \$35,572 per annum)

Program: OST Department of Corrections
Adult Offenders Facility/AOF

Location: Pine Ridge, So. Dak.

Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in Correctional Institution. This involves a wide array of complex tasks related to all aspects of facility security, staff and inmate custody. This position is highly demanding because facility security, staff and inmate safety, and inmate care are directly dependent on the officer's skill in: 1) behavior management 2) leadership 3) crisis intervention 4) mediation 5) demonstration of fairness in all dealings with inmates 6) observation 7) time and task management 8) service referrals, and 9) documentation. The Correctional Officer is called upon daily to demonstrate each of these skills when working with inmates. The quality of the Officer's work is the foundation for effective direct supervision operations.

Inmates include male and females, both pre-adjudication and sentenced. Crimes range from tribal misdemeanor offenders to, in some instances, felony offenders, waiting transfer to federal courts/prisons. At times you will be dealing with inmates with handicap and physical/mental disabilities. The Correctional Officer has complete control over their assignment and post duties during their shift and maintains control over the inmates at all times. Lead Correctional Officer ensures that the work and methods used are accurate and in compliance with established procedures.

The facility Administrator and Lead Correctional Officers provides continuing supervision by indicating what are to be done, specifying limitations, and prioritizing tasks. The supervisor provides additional, specific instructions for new or unusual tasks. The Correctional Officer uses initiative in carrying out recurring assignments independently but refers problems and life-threatening situations not covered by instructions to a supervisor for final decision or other assistance. The Correctional Officer is responsible to (in this order) Lead Correctional Officer or designee, Lead Correctional Officer in Charge, Facility Administrator then the Director of Corrections

Specific Duties:

1. Enforce standards, rules, and regulations provided in Standard Operating Procedures-Inmate Handbook-Direct Supervision-Interpersonal Communication-Manual and other Pertinent Manual pertaining to correctional operations guideline.
2. Provide for facility safety and security by providing inmate supervision, searches, transportation, classification, proper intake process, proper releasing, sanitation duties, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules.
3. Provide physical restraint application, non-lethal implement application, interpersonal communication skills and hands on techniques for the safety of the facility, staff and inmates following training guidelines.
4. Provide for the admission of criminal offenders, assigned or ordered to the facility. These activities entail fingerprinting, recording personal data, and storing personal belongings.
5. Provide preliminary interviews for physical/mental health and classification assessments.

6. Provide, coordinate, and supervise inmate services, cell checks, suicidal watch, activities, and programs established by the Facility Program Guidelines, Policy and Procedure Manual, Inmate Handbook, Program Schedule and other established program guidelines approved by the administrator.
7. Supervise inmate movement, pat searches, visual search (in accordance with Policy and Procedures), maintain discipline and prevent the introduction of contraband into the facility. Instruct inmates in housekeeping, sanitation and in the proper use and care of tools and equipment used in performing unskilled or semi-skilled work inside or outside of the facility.
8. Provide orientation and training on facility rules and procedures to volunteers and employees providing services to the inmate population.
9. Work closely with other criminal justice, medical/mental, governmental, and community officials to insure that the inmates' treatment or sentence requirements are being carried out according to the court's and/or program's direction.
10. Ensure that inmates are released from the facility according to established policies.
11. May work as assigned to intake, master control, transport, movement, and direct supervision officer by the Lead Correctional Officer on duty or commanding officer.

Requirements and Knowledge:

1. Knowledge of commonly used federal and tribal laws and penal codes governing the incarceration of offenders.
2. Knowledge of basic correctional theory and techniques.
3. Ability to supervise and instruct inmates in a direct supervision environment.
4. Ability to learn standards and operational duties outlined in the Policy and Procedure Manual, Inmate Handbook, Direct Supervision Manual, Interpersonal Manual and other Manual established for the facility to govern inmates.
5. Must pass the Adult Offenders Training Program and the Indian Policy Academy Basic Correctional Officer Training Program within the first year of employment.

Qualifications:

1. High School Diploma or G.E.D.
2. Must have a valid Driver's License.
3. Must be 19 years or older.
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

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 #18-034

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: April 23, 2018

Closing Date: May 4, 2018

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:

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Position: Correctional Officer (5)
(Non-exempt)
Salary: Grade Level 20/0 - 25/0
(\$29,951 - \$35,572 per annum)
Program: Department of Corrections
Justice Center Adult/Youth
Location: Pine Ridge, SD
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in detention or correctional institution. This involves a wide array of complex tasks related to all aspects of facility security, staff and inmate custody. Understand the sight and sound separation from adult and juvenile while incarcerated at the OST Justice Center, detention portion. This position is highly demanding, because facility security, staff and inmate safety, and inmate care are directly dependent on the officer's skill in, 1) behavior management 2) leadership 3) crisis intervention 4) mediation 5) demonstration of fairness in all dealings with inmates 6) observation 7) time and task management 8) service referrals, and 9) documentation. The Correctional officer is called upon daily to demonstrate each of these skills when working with inmates. The quality of the officer's work is the foundation for effective direct supervision operations.

Inmates include pre-adjudicated juvenile male, juvenile females, adult male and adult female with sight and sound separation. Crimes range from tribal misdemeanor offenders. In some instances, deal with felony offenders, waiting transfer to federal courts/prisons. At times you will be dealing with inmates with handicap and physical/mental disabilities.

Specific Duties:

1. Responsible for, but not limited to, booking prisoners using the AEGIS Computer System, segregating inmates, conducting pat and cell searches, cell checks, suicide watches, serving meals, medication dispensing, inmate property storage, restraint application, inmate movement, assigning inmates work assignments, completing the releasing inmate process and other duties pertaining to monitoring the inmates.
2. Be willing to complete numerous paperwork such as telephone and visitor logs, meal counts, prisoner location verification report, daily activity logs, property inventory forms, admission forms, suicide screening forms, health screening forms, mental and sick call forms, daily statistics form, serious and facility incident reports and numerous forms that coincide with detention duties. All reports will be completed before tour of duty ends.
3. Be willing to ensure laundry duties are completed on a daily basis, monitor daily facility cleaning and complete inspections, storing property properly, administer personal hygiene products, inventory all cleaning and supplies complete perimeter checks, communicate with the inmate and other duties pertaining to detention.
4. Address the public in a professional and courteous manner and be able to communicate with parent/guardian(s) and court personnel regarding juvenile and adult cases.

5. Accompany and transport detained inmates to the hospital for doctors' appointments, to the emergency room after hours and willing to stay with inmate until properly relieved and able to transport inmate to and from JDC for youth in Kyle or the AOF if adult.
6. Be willing to stay extra hours and be able to cover multiple areas if needed in case of an emergency, cover shifts during extreme weather.
7. Be willing to gain knowledge and adhere to the tribal penal code, facility policy and procedure manual, juvenile handbook, training requirements, and be willing to complete the Indian Country Correctional Officers Training Program at the Federal Law Enforcement Training Center in Artesia New Mexico with one (1) year of employment.
8. Be willing to participate in mandatory drug/alcohol testing.
9. Be willing to complete other related duties assigned by the Lead Correctional Officer, Facility Administrator or Director of Corrections.

Requirements and Knowledge:

1. Preferred but not limited to one (1) year of successful institutional penal care for inmates
2. Must have the ability to manage people, have a high moral standard, and be emotionally stable.
3. Must pass a physical examination submitted to the department.
4. Indian Preference applies.
5. Bi-lingual in Lakota Language preferred.
6. Required to take Alcohol/Drug Test upon hire.
7. Must pass a background investigation check.

Qualifications:

1. Must have a High School diploma or equivalent GED.
2. Must be twenty-one (21) years of age.
3. Must have a valid driver's License.
4. No misdemeanor or convictions in the past year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

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Vacancy Announcement #18-036

Position: Site Manager
(Non-exempt)

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

Program: Title VI, Elderly Meals

Location: Allen, So. Dak.

Opening Date: April 23, 2018

Closing Date: May 4, 2018

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 served 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:

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

Notice:

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

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

Vacancy Announcement #18-037

Position: Director
(Exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Job Placement & Training
Location: Pine Ridge, So. Dak.
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Director will plan and supervise the operations of the Job Placement & Training Program to provide vocational training or employment opportunities for eligible residents of the Pine Ridge Indian Reservation. Maintain knowledge of reservation wide labor statistical information to promote self-sufficiency through training and employment off reservation. Present the program in a proficient and competent manner with equal consideration to all eligible applicants for training and employment and may act as an advocate to trainees and employment applicants in the event of disputes. The Director will be under the direct supervision of the OST Executive Director.

Specific Duties:

1. Supervise the program staff to carry out mandates of the Job Placement & Training Program as outlined in the goals and objectives of the contract.
2. Supervise the provision of all services provided to a wide variety of applicants.
3. Interpret needs of applicants for training and employment through the application process.
4. Provide services in conjunction with the program staff to those applicants with lowest educational levels.
5. Review background information, scholastic and academic records, work records and other pertinent information to assist applicants to obtain a job skill or become gainfully employed.
6. Facilitate and refer eligible applicants and provide maintenance and training costs for participants.
7. Coordinate and provide necessary counseling to individuals as pertains to training,
8. attendance and personal finance or management.
9. Facilitate enrollment and provide overall supervision of the Adult Vocational Training Program in approved facilities.
10. Knowledgeable of vocational training concepts, labor market, training facilities and skill requirements for various occupations and specific jobs.
11. Responsible for statistical and narrative report, prepare budget estimates and control expenditures to the extent funds are utilized to maximum efficiency without over expending.
12. Assist in formulating new guidelines and make recommendations to the OST Education Committee for changes in the program that would better service

the needs of the tribe and individual members of the tribe.

13. Develop and maintain evaluation forms for all students to keep track of the classes required to graduate and ensure required classes are taken to complete the program enrolled in the 24 months allowed.
14. Provide orientation to clients regarding policies & procedures, requirements and removal from program.
15. Submit monthly reports as requested by Executive Director.
16. Must make annual college visits to the various institutions program participants attend and meet with the client and staff to discuss any financial or personal issues.

Requirements and Knowledge:

1. Knowledgeable or experienced in the application of manpower methods, practices and principles of management for the solution of manpower problems and needs.
2. Supervisory background or experience and leadership qualities. Supervision consists of planning work assignments and providing overall supervision and guidance of the program and recommends changes to improve the delivery of services.
3. Willing to learn the Lakota Language and Culture.
4. Residence of the Pine Ridge Indian Reservation Preferred.

Qualifications:

1. Bachelor's Degree (B.A.) in Business Administration **required**. Masters in Lakota Leadership and Management **preferred**.
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)**

Notice:

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

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

Position: Certified Nurse Assistant (CNA)
 (Non-Exempt)
 Salary: Grade Level 14/0
 (\$24,365 per annum)
 Program: Native Women's Health Clinic
 Location: Rapid City, So. Dak
 Opening Date: April 23, 2018
 Closing Date: May 4, 2018

General Description of Duties:

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

Specific Duties:

1. Maintain patient Privacy and Confidentiality at all times.
2. Perform general patient care which may include vital signs, external fetal monitoring, blood glucose testing, chole-sticks, urine HCGs and lab testing.
3. Screen patients for chief complaints, vital signs, HCG or urine testing as indicated, LMP, Pain, G-P-A-L, documenting in the appropriate location of PCCs, Hollister, and NWHC Chart and EHR.
4. Review chart at time of screening for outstanding lab reports, etc. Obtain copies from RN or unit clerk
5. Prepare patients for examination, explaining what is to be expected during the exam. Screen for activity level, second hand smoke, tobacco use, depression, alcohol use, and intimate partner violence.
6. Prepare equipment needed in exam rooms and aids provider during treatment, examination and testing of patients. This may include annual exams, endometrial biopsy, Colposcopies, IUD insertions, FFN, HSV cultures, and minor surgical office procedures.
7. Cleans contaminated and/or used medical equipment according to the procedures outlined and performs appropriate packing and sterilization.
8. Maintain exam rooms for standardized supplies and materials. Check for expired supplies and remove from rooms.
9. Maintain an adequate supply of medical supplies by monitoring available user levels, preparing a list of supplies needed, typing requisitions and placing the orders in cooperating with the identified vendor.
10. When supply orders are delivered, must check in supplies assuring accurate receipt, place supplies in the proper storage areas.
11. Date stamps all labs as received via RC IHS lab. Prepares all lab reports for RN review by evaluating for restricted charts, copying all age specific Pap smears for AWC file, log in all tissues, GC/CT, GBS on Lab log book.
12. Maintain surgical instrument sterility by cleaning, wrapping and autoclaving them according to the established procedures
13. Perform autoclave spore testing monthly, log results. Abnormal results are to be reported immediately to the Nurse Manager,

and all involved sterile instruments removed immediately from patient care areas.

14. Attend all mandatory meetings and in-services. Attend a minimum of one educational program annually. 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.
2. Must have knowledge of examination, diagnostic, and treatment room procedures.
3. Must have the ability to screen incoming calls for referral to the nurse or physician.
4. Must have knowledge of common safety hazards and precautions to establish a safe working environment.
5. Must have skills in using various types of equipment for examination and treatment procedures
6. Must have skills in taking vital signs.
7. Must have skills in maintaining records utilizing legal documentation practices and documentation in patients' chart and in EHR as appropriate.
8. Must have skills in establishing and maintaining effective working relationships with patients, medical staff and the public.
9. Must have the ability to recognize problems and recommend solutions.
10. Must have the ability to react calmly and effectively in emergency situations.
11. Must possess hearing/sight, senses or use of prosthetics that will enable these senses to function adequately to perform job requirements.
12. Must be flexible in working hours when necessary, and to assume additional duties/responsibilities as assigned. The clinic is open Monday through Friday, 8:00 am – 4:30 pm. Working beyond 4:30pm is a possibility for some practices.
13. Able to communicate verbally or in writing using the English language.

Qualifications:

1. Must have a High School Diploma or GED.
2. Certification as a Nurse's Aide (CNA)

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 #18-039

Position: Medical Records Clerk
(Non-Exempt)
Salary: Grade Level 14/0
(\$24,363 per annum)
Program: Native Women's Health Clinic
Location: Rapid City, So. Dak
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Medical Records Clerk provides diversified clerical duties or technical skills associated with medical records procedures. The Medical Records Clerk under general direction assembles appropriate forms to establish medical records for patients, retrieves medical record for service staff to record services provided and performs other related duties as required. The Medical Records Clerk performs a variety of clerical duties involved in maintaining patient medical records to include filing, retrieving and distributing medical records, loose notes and reports. Maintains record confidentiality and safeguards medical information in accordance with rules and regulations of the Privacy Act and the Health Insurance Portability and Accountability Act of 1966 (HIPAA). The Medical Records Clerk is under the direct supervision of the Medical Records Supervisor.

Specific Duties:

1. Release of Information requests from patients, clinics/hospitals and outside providers for the purpose of providing continued medical care.
2. Maintain the Release of Information log daily to ensure records are sent and received in a timely manner. Upon receipt of the medical records route the information to the providers to review and sign off on records.
3. Assist the medical staff with request for records for reports, labs and transfer records to another facility in efficient and timely manner. May photocopy records and documents billing and/or legal services; send and receive information via facsimile machine for the more urgent requests.
4. Maintain patient files and retrieves files for scheduled appointments; files all patient data upon receipt of information; initiate records for new patients upon verification from Indian Health Services that have met eligibility requirements.
5. Prepare file labels and audits filing sequence. Repair and/or replace charts as needed.
6. Respond to in-house request for medical charts, lab results and various reports.
7. Pull charts as needed for appointments, charts will be pulled three (3) days in advance for the purpose of Chart Review (See Chart Review policy) by Medical Records. The chart will be sent to the Nursing staff to do a final review before the patients' appointment.
8. Send OB Hollister, labs and other pertinent information to Rapid City Regional Hospital, Labor and Delivery per policy set for this procedure. (See RCRH Labor and Delivery schedule for guidelines.)
9. Chart pick-up from various sections within the Clinic will be done throughout the day. Charts will be reviewed by the Medical Records staff for processing and filling back when

- visits are cancelled or rescheduled. Charts will need to be taken to the Nurses station for phone calls and walk in HCG testing throughout the day.
10. Keep track of all OB patients' insurance and registration sheets as they are faxed over to Rapid City Regional Hospital.
11. Maintain the 'Records Access Restrictions' log and make sure that the nursing area has a current copy on file at all times. (See Restricted Chart policy)
12. Each month pull six (6) OB and six (6) GYN charts for the midwives QA sessions per protocol. Lists will be given to Medical Records as Midwives need to keep record.
13. Make sure on the days the providers are coming in that they have their charts and various papers delivered to their workstations prior to seeing patients. Monitor supplies and notify Medical Records Supervisor when to order.
14. Maintain the highest level of confidentiality at all times.
15. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Efficient typing skills, knowledge in grammar, spelling, punctuation, and required formats.
2. Must have exceptional organizational skills and excellent written/verbal communication skills.
3. Must be able to learn various computer software programs.
4. Must be available to work forty (40) hours per week.
5. Must have knowledge of Health Insurance Portability and Accountability Act of 1966 (HIPAA) and the Privacy Act of 1974.
6. Must pass a background check as often as deemed necessary.
7. Must be physically fit due to the position requiring physical activities that includes carrying of medical charts/boxes, and a fair amount of squatting and bending.
8. Must be able to lift 15+ pounds to perform daily duties.

Qualifications:

1. Must have a High School Diploma or GED equivalent.
2. Must have one (1) year of experience in Medical Records.
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years. (Excluding minor traffic violations)

How to Apply:

Submit a complete OST Application for Employment to the OST Personnel Office no later than 4:30 pm 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.

Vacancy Announcement #18-040

Position: Patient Registration (Non-Exempt)
Salary: Grade Level 14/0 (\$24,365 per annum)
Program: Native Women's Health Care
Location: Rapid City, So. Dak.
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Patient Registration position is located in the Business Office Department at the Native Women's Health Care clinic. The primary purpose of this position is to provide complete and accurate patient data for the clinic. Is responsible for registering patients for their appointment, assures completion of forms for new patients and updates forms for established patients. Verify patients are eligible for services and to obtain insurance information for alternate resources, contract health services and private insurances. The Patient Registration work accuracy affects the payment information we get from the patient and the timeliness of the patient being seen by the providers. This position is Patient Registration is under the direct supervision of the Business Office Manager.

Specific Duties:

- 1. Greet the patients as they come in for their appointments. Verify and update the patient's demographics and insurance information. Copy the patients' insurance cards for billing purposes. Check to see if the patient is eligible for AWC program. Make sure to complete registration and AWC before routing slip is printed. Review patients' names in RPMS/EHR to verify that they have a chart and don't go by a different name.
2. In RPMS/EHR mark the patient as 'checked in' and then mark them as 'being seen' when the patient is called to the back by nursing.
3. Evaluate what forms/paperwork the patient may need to fill out for their appointment per the chart review checklist. Mark off on chart review checklists if patient cancelled, rescheduled, did not keep appointment or if you missed getting the information needed. Give chart review checklists at the end of the day to medical records.
4. Process the routing slip to be printed at the nurses' station.
5. Verify the patients' Medicaid number by utilizing the Envoy machine and it is active and we are the PCP then give to nursing. Notate in the computer system any notes needed for FYI for rest of the staff immediately.
6. Inform patients that if they are early that they may have to wait until their scheduled appointment time, that there is no guarantee of being seen early due to other patients scheduled.
7. Keep track of patients still waiting to be seen and let them know you will check to see why they haven't been seen yet.
8. If it is an OB patient and we aren't their PCP speak with the patient and have them do a PCP change form and then fax it to Medicaid for the patient.
9. Greet visitors to the clinic and have them sign a confidentiality agreement if necessary for their visit in the clinic. Notify staff if they have visitors.
10. Responsible for helping patients get enrolled in Medicaid at the time of their visit.
11. Responsible for explaining the AWC to the patients that may be age eligible for the program and then distributing them the forms.
12. Copy Patient Registration Forms and History forms as needed when getting low. Notify Nursing when AWC forms are low. Copy forms needed for the FPN and new patient packets.
13. Ensure that there is no paperwork in the accordion at the front desk for patients when they arrive for their appointments.
14. Responsible for answering the telephone in an efficient, professional manner within three rings. Will transfer calls or take and deliver messages for clinic personnel as needed. All messages for staff will be written in duplicate form utilizing phone message books.
15. Take detailed messages from the patients and other medical facilities and then document the message in the patient's chart to be given to either the nurses or providers as needed. Notify nursing that there is a telephone call for them to deal with.
16. Schedule new appointments for patients as they call to be seen by the providers. The scheduling criteria need to be followed per policy.
17. Reschedule or cancel appointments for patients when they call. Per policy the information has to be documented in RPMS Scheduling GUI and in the patient's chart and then the information communicated to the nursing area.
18. Call patients the day prior to their appointment and confirm that they will be at the appointment. Do the procedures necessary if they are rescheduling or cancelling their appointment.

- 19. Responsible to get the monthly clinic schedule from the midwife that is assigned that duty and is required to ensure that the providers' schedules are correct in RPMS Scheduling GUI for scheduling patients. Is responsible to get the contract physicians schedules and get the schedule template into RPMS Scheduling GUI.
20. Notify various health care facilities of Native Women's Health Care clinic closures and post signs for Native Women's Health Care closures.
21. Review the clinic schedule in RPMS Scheduling GUI on a regular basis to make sure that all appointments are scheduled properly per the scheduling criteria. Correct any appointments that are incorrectly scheduled.
22. Be able to input new patient information into the RPMS/EHR and/or correct patient demographic information in the system.
23. Notify patients when a Release of Information is needed when they schedule their appointment and contact Medical Records staff of this information.
24. Verify that the OB patients have completed their Rapid City Regional Hospital Pre-Admission forms, which includes checking to make sure that the patients have applied for Medicaid. If the patients have applied for Medicaid, then you complete the process necessary for Sioux San IHS Contract Health. Provide the appropriate staff the necessary information if the patient has been denied for Medicaid.
25. Print the schedule for the day at the beginning of the day for the front desk.
26. Prepare the Sign in sheet at the end of the day to be given to staff requiring it.
27. Deal with patients that walk in to be seen that do not have an appointment. If it is for a HCG test get the chart reviewed and have the patient do necessary paperwork. Notify nursing of the walk-in patient.
28. Explain to patients why the provider is running late.
29. Schedule new appointments for patients as they leave from their visit per the specifics stated on the routing slip per the provider. At the end of the day give medical records the routing slips.
30. In RPMS mark the patient as 'checked out' when they leave from their appointment.
31. Clean reception area throughout the day.
32. Prepare FPN and new patient packets to be mailed out to patients and mail them.
33. Maintain patient confidentiality at all times.
34. Other related duties as assigned by immediate supervisor or administration.

Requirements and Knowledge:

- 1. Efficient typing skills, knowledgeable in grammar, spelling, punctuation and required format.
2. Consistent with good organizational skills and good written/verbal communication skills.
3. Capable of carrying out day-to-day work independently in order to meet deadlines.
4. Competent to resolve problems which arise and coordinate work with others.
5. Must be able to work forty (40) hours per week.
6. Must have knowledge of Health Insurance Portability and Accountability Act of 1966 (HIPAA).
7. Must be able to learn various computer software programs.
8. Must be able to handle multi-line telephone system.
9. Must pass a background check as often as deemed necessary.

Qualifications:

- 1. Must have High School Diploma or GED.
2. Must have no prior felony convictions
3. No misdemeanor convictions in the past five (5) years. (excluding minor traffic violations)

How to Apply:

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

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Position: Natural Resources Specialist
Salary: Grade Level 36/0
(\$33,205 per annum)
Program: Natural Resources Regulatory Agency
Location: Pine Ridge, So. Dak.
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Natural Resources Specialist (NRS) is involved in the enforcement and regulation of the Oglala Sioux Tribe's natural resource laws in order to protect, conserve and manage the natural resources such as timber, minerals, water, cultural resources, etc. on the Pine Ridge Reservation. The NRS performs field and office work related duties relevant to the Natural Resources Regulatory Agency (NRRRA) and associated Departments such as the Water Resources Department, Badlands Bombing Range Department and Tribal Historic Preservation Office. These activities shall include, but are not limited to, field inspections and investigating complaints in order to detect and document both Tribal and Federal natural resources and environmental laws violations, issuing nature resources use permits, completing inventories, environmental reviews, conducting assessments, studies and other special projects.

The NRS will act as the liaison between federal agencies and entities working within the reservation to ensure compliance with natural resources and environmental laws, as well as collaborate on joint efforts in the management of the natural resources. The NRS meets with the public to promote compliance with natural resources laws, as well as the promotion of the protection and conservation of natural resources.

The NRS will oversee the establishment of the Forestry Department of the NRRRA. The NRS will assist the Natural Resources Director in establishing the Minerals & Mining Department of the NRRRA. The NRS will assist in activities associated with the Water Resources Department. The NRS will be the direct supervisor of the Forest Compliance Technician (special projects), and other special project employees as assigned by the Natural Resources Director.

The NRS may be required to work long and irregular hours performing field investigations and other assigned duties. The NRS must ensure accurate, timely and professional work is accomplished on assigned duties. The NRS must be willing to obtain and complete training as it pertains to the position. The NRS is under the direct supervision of the Natural Resources Director of the Natural Resource Regulatory Agency.

Specific Duties:

1. Report and investigate any violations, complaints or other issues of the natural resources and laws. Document activities and provide clear, legible narrative reports to the Natural Resources Director.
2. Collect, coordinate and manage natural resources data to support Agency activities in the protection, management and conservation of the natural resources like (timber, minerals, water, air, cultural resources, etc.) of the Oglala Sioux Tribe. Assess and collect fees, as permissible, for the utilization of natural resources within the Pine Ridge Reservation.
3. Perform field-monitoring activities to determine adequate natural resources quantities and qualities on the Pine Ridge Reservation. Produce maps and reports indicating the quantities identified.
4. Identify and analyze information on natural resources quantity and quality concerns and provide recommendations for better implementation of the protection, conservation, and management of the natural resources to the Natural Resources Director.
5. Research and become knowledgeable of relevant regulations for the protection, conservation and management of the natural resources of the Pine Ridge Reservation. Assist the Natural Resources Director in developing draft legislation or modifying existing policies, laws and regulations.
6. Supervise and ensure objectives of Forestry Department under the NRRRA are completed. This includes, but is not limited to, supervision of Forest Compliance Technicians and other hired personnel under the Department, conducting timber inventories, coordinating with Tribal and federal agencies on forestry related activities and studies, reforestation activities, silvicultural

activities, implementation of Forest Management Plan activities in the management and protection of the forest resources, and coordinating timber haul efforts with the Black Hills National Forest.

7. Implement all components of the Oglala Sioux Tribe's Timber Permitting Process, as well as Minerals & Mining Permitting Process. This will be completed through the natural resources codes and regulations, including, but not limited to field investigations/inspections, surveys to determine compliance and follow-up inspections.
8. Administration and enforcement of OST natural resources codes and regulations and any future enacted codes to ensure compliance and assist in protecting tribal resources. Cites violations and takes action as required.
9. Inform, educate, and train the public about natural resources regulations of the Oglala Sioux Tribe. Promote natural resources protection/conservation measures through education outreach efforts. Prepare local news stories of program accomplishments for Natural Resources Director review/approval prior to disbursement. Assist in coordinating Respect Water Day activities, and other Agency outreach efforts.
10. Seek, attend and complete available training pertinent to this position and for the individual development of the employee.
11. Actively seek additional funding and assist the Natural Resources Director in developing proposals for the continued development of the Agency. Implement activities of any additional special projects, grants, and supplemental funding received by the Agency. Perform as a Supervisor to additional staff hired through these special projects, as directed by the Natural Resources Director.
12. Perform other Agency related duties as assigned by the Natural Resources Director.

Requirements and Knowledge:

1. Must be able to perform field work (hiking/walking rough terrain, jumping ditches and furrows, climbing steep banks, planting trees, completing stream assessments, etc.).
2. Must have excellent documenting and writing skills. Experience with grant writing preferred.
3. Must have excellent public relation skills.
4. Must have excellent work ethics; professional, prompt, dependable, and dedicated.

Qualifications:

1. Must have a Bachelor's Degree, preferably in Environmental Science or related Natural Resource field or Associate Degree and four (4) years' experience working in Environmental or Natural Resources field.
2. Must have at least one (1) year experience working with various word processing and spreadsheet software, i.e. all Word applications such as Outlook, Excel, PowerPoint, Access, Publisher, Picture Manger, etc.
3. Must have valid Driver's License and insurable under the Oglala Sioux Tribe.

How to Apply:

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

Notice:

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Vacancy Announcement #18-042

Position: Tribal Historic Preservation Officer
(Non-exempt)
Salary: Grade Level 25/0
(\$35,572 per annum)
Program: Natural Resources Regulatory Agency
Location: Pine Ridge, So. Dak
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Tribal Historic Preservation Officer has the overall administrative and managerial responsibilities over the Cultural Affairs & Historic Preservation Office (CAHPO). These responsibilities include organization, planning, formulation, coordination and consultation on all activities that may directly or indirectly impact cultural resources important to the Oglala Sioux Tribe.

There will be complex issues arising in which there are no guides available, so in these situations the THPO Officer is required to originate new approaches, solutions for creation of new policies, regulations and procedures with the guidance of the Oglala Sioux Tribal Historic Preservation Advisory Council. The THPO Officer may be required to work long and irregular hours performing tasks for the office. Ensure accurate, timely, and professional work is accomplished. Willing to obtain and complete training as it pertains to the position.

The THPO Officer will ensure full coordination on cultural matters is accomplished with the Oglala Sioux Tribal Historic Preservation Advisory Council and make regular reports to the Oglala Sioux Tribe Land & Natural Resources Committee and Tribal Council as requested and incorporate appropriate level of participation into historic preservation initiatives. Will provide written report to the President on cultural resource/historic preservation matters concerning administration; however, be under the direct supervision of the NRRRA (Natural Resources Regulatory Agency) Director.

Specific Duties:

1. Ensure a high degree of accuracy when applying and complying with applicable Tribal and federal regulations and laws. Must have a sound and mature judgment to make appropriate decisions on behalf of the Tribe on a wide range of issues related to cultural resource protection, land use, and development.
2. Serves as the primary Point of Contact and Tribal Liaison on all matters concerning cultural, historic, pre-historic, repatriation, sacred sites and properties on behalf of the Oglala Sioux Tribe at meetings, conferences, at the local, regional and national level.
3. Represents the Oglala Sioux Tribe with a high degree of tact and diplomacy in dealing with other individuals, Tribes, Tribal programs, federal and state agencies, organizations and private entities.
4. Provide assistance for and implement activities associated with repatriation, while remaining compliant with NAGPRA. This federal act provides language that includes dealing with items of cultural significance such as burial sites, cultural items, human remains, associated and unassociated funerary objects, sacred objects, cultural patrimony, right of possession, and other related terms.
5. Identify, update and/or develop legislation for the protection and conservation of the cultural resources of the Oglala Sioux Tribe for Pine Ridge Reservation, Treaty territories and ancestral homelands with the Tribal Historic Preservation Advisory Council.
6. Serves as the contact person and administrator in implementing the Oglala Sioux Tribal Historic Preservation Plan. Plans and develops revisions with the Tribal Historic Preservation Advisory Council. Meets with the public to promote compliance with cultural resource laws, as well as ensure protection and preservation of the cultural resources. Educate public and Tribal leadership on pertinent issues regarding the issues surrounding historic preservation. Make recommendations on solutions to cultural resource issues and concerns.
7. Develop and then implement a fee schedule for professional services during the identification phase of consultation for Section 106 process, such as records search, elders consultation/interviews, sites visits, report preparation, reviewing of planning documents, construction monitoring, traditional and naturally significant places and/or traditional cultural properties studies, assisting with surveys, and for field technicians.
8. Review and comment on pertinent documents relating to the protection and conservation of cultural resources of the Oglala Sioux Tribe for Pine Ridge Reservation, Treaty territories and ancestral homelands with the Tribal Historic Preservation Advisory Council.
9. Coordinate review and updates to the Tribal Historic Preservation Plan with the Tribal Historic Preservation Advisory Council.
10. Attend consultation meetings, conferences, symposia, workshops related to office activities.

11. Participate as a member of the Environmental Health Technical Team to assist in the implementation of the OST Environmental Review/Assessment Process.
12. Protect the integrity of culturally / spiritually significant locations and items. These records and items will be kept with the utmost confidentiality.
13. Acquire additional knowledge and skills in the field of cultural resource laws pertaining to protection and conservation. Initiate training for implementation of the United Nations Declaration on the Rights of Indigenous Peoples.
14. Assess current goals and objectives of the office, and restructure within the vision of the office as necessary with the guidance of the Oglala Sioux Tribal Historic Preservation Advisory Council. This includes the procurement of outside funding if necessary.
15. Administer, compile and process any and all funding agreements, cooperative agreements, special projects, grants and other contracts for the office through the appropriate Tribal and funding agencies processes. Coordinate drawdown requests and payments with the Fiscal Accounting Office personnel and ensure agency records are maintained.
16. Ensure the timely submission of all relevant reports to funding agencies and to Tribe.
17. Ensure supervisory functions over the office are conducted.
18. Perform other office related duties as necessary for the NRRRA (Natural Resources Regulatory Agency) Director.

Requirements and Knowledge:

1. Must have intimate knowledge of Lakota culture, history, norms, and traditional practices. Prefer applicant to be fluent in the Lakota language, however acceptant of applicant who is committed to re-learning and advocating for the Lakota language use and practice. Must be sensitive and promote confidentiality to culturally significant items and issues.
2. Must be knowledgeable, able to interpret, implement, advise, comment and keep updated with Tribal and federal cultural resources, historic preservation and environmental laws and regulations, including, but not limited to: Antiquities Act, NHPA, NEPA, AHPA, NAGPRA, ARPA, AIRFA, Executive Order 13007 and 13175, and other applicable laws. Must possess knowledge related to trust responsibilities of the US government and its agencies with the Oglala Sioux Tribe.
3. Must be knowledgeable in Section 106 consultation under the NHPA, as well as a demonstrated capacity to collaborate with other Indian Tribes, Federal agencies, State agencies, private sector and museum personnel.
4. Prefer applicant with NAGPRA certified training and experience repatriating items of cultural significance.
5. Prefer applicant with experience communicating effectively both orally and in written form, and able to speak effectively in public forums.
6. Must be knowledgeable of Oglala Sioux Tribe land base, as well as Treaty lands, and aboriginal / ancestral homelands.
7. Must have knowledge of federally funded contracts, grants, and agreements.
8. Must have grant writing skills and be knowledge of budgetary process.
9. Must have excellent work ethics: professional, prompt, dependable, dedicated, self-reliant, and innovative. Must be accountable for professional decisions and judgments.
10. Must be computer literate and possess typing and filling skills.
11. Must be able to work under pressure.
12. Must take pride in personal appearance.

Qualifications:

1. **Bachelor's degree required.** Prefer applicant, but not required, in these related fields of Native American studies, anthropology, cultural historical ethnographic studies, archaeology, history, and environmental/natural science from an accredited institution; and prefer applicant have at least four (4) years' professional experience, preferably with the Oglala Sioux Tribe.
2. **Must possess a valid Driver's License** and be insurable by Oglala Sioux Tribe.

How to Apply:

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

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 #18-043

Position: Water Administrator
(Non-Exempt)
Salary: Grade Level 17/0
(\$27,014 per annum)
Program: Natural Resources Regulator Agency
Location: Pine Ridge, So. Dak.
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Water Administrator (WA) shall assist the Natural Resources Director in the enforcement of the Oglala Sioux Tribe's regulations and laws in order to protect and manage the water resources and water rights of the Oglala Sioux Tribe. The WA shall perform all field and office work duties related to the activities of the Natural Resources Regulatory Agency (NRRRA), specifically the Water Resources Department. The WA shall provide technical assistance to the other associated Departments under the Agency such as the Forestry Department, the Badlands Bombing Range Department and the Minerals & Mining Department. The WA will act as a liaison between the Tribe and other Tribal, federal and state agencies and other entities that affect water resource management. The WA will ensure compliance with water resources laws. The WA may be required to work long and irregular hours performing Field Investigations and other assigned duties. The WA must ensure accurate, timely, and professional work is accomplished on assigned duties. The Water Administrator is under the direct supervision of the Natural Resources Director of the Natural Resources Regulatory Agency

Specific Duties:

1. Research of water rights cases, law, settlements, on-going legislation, and other pertinent water issues, with special regard to items of potential concern to the Oglala Sioux Tribe. Assist the Natural Resources Director in developing legislation or modifying Tribal laws to protect Tribal water rights.
2. Serve as an assistant and/or alternate to the Natural Resources Director who serves as a Board Member for the Great Plains Tribal Water Alliance, a chartered organization under the Oglala Sioux Tribe, in collaboration with the Standing Rock Sioux Tribe and Rosebud Sioux Tribe. Attend all meetings related to this organization.
3. Assist in the development and implementation of a long-range, comprehensive water resources management and development plan for the Oglala Sioux Tribe to defend Indian reserved water rights and improve the quality of life and economic conditions and provide water for all beneficial uses based on current and future demands.
4. Collect, coordinate and manage water resources data to support Natural Resources Regulatory Agency activities in the protection, management and conservation of the water resources and water rights of the Oglala Sioux Tribe.
5. Performs field-monitoring activities and inventories to determine adequate water quantity levels on both surface and sub-surface water resources on the Pine Ridge Reservation. Produce presentations, maps and supplemental reports to these activities.
6. Assist in the development and implementation of a comprehensive monitoring well network and produce reports from data collected to demonstrate trends, fluctuations in sub-surface waters which may affect water quality.
7. Identifies and analyzes information on water resources quantity and quality concerns and provides recommendations for better implementation of the protection, conservation, and management of the water resources to the Natural Resources Director.
8. Collect and maintain data of users of the water resources within the Pine Ridge Reservation. Assess and collect fees, as permissible, for the utilization of natural resources within the Pine Ridge Reservation. Maintain accounting system of permit and application revenues of users in order to sustain water monitoring activities of the Agency.
9. Provides input and recommendations for compliance with Tribal and Federal laws, inclusive of review of development activities associated with environmental assessments, environmental impacts statements, and environmental reviews.
10. Administration and enforcement of the OST Water Code and any future enacted water resources codes to ensure compliance and assist in protecting tribal water rights. Cites violations and takes enforcement action as needed. Implement all components of the Oglala Sioux Tribe

- Water Permitting Process, including, but not limited to field investigations/inspections, surveys to determine compliance with OST Water Code, and follow-up inspections.
11. Inform, educate, and train the public about environmental and natural resource regulations of the Oglala Sioux Tribe. Promote natural and water resources protection/conservation measures through education outreach. Ensure that "Mni Uonihanpi Anpetu" Respect Water Day activities are implemented.
 12. Maintain coordination and collaboration between Oglala Sioux Tribe and Federal agencies on natural and water resources issues on the Pine Ridge Reservation.
 13. Report and investigate any violations or complaints of the OST environmental, natural and water resources regulations to the Natural Resources Director. Document activities and provide clear, legible narrative reports to the Natural Resources Director.
 14. Implement activities of any additional special projects, grants, and supplemental funding received by NRRRA related to the protection, conservation and management of water resources. Act as a Supervisor for additional staff brought in through these special projects, grants, and supplemental funding as directed by the Natural Resources Director.
 15. Attend and complete training pertinent to this position.
 16. Perform other program related duties as assigned by the Natural Resources Director.

Requirements and Knowledge:

1. Equivalent experience of at least two (2) years working in Environmental, Natural Resources or similar field preferred.
2. Water Resource Technician training (BIA Water Resources Technician Training Program) preferred.
3. Knowledge of Clean Water Act, Safe Drinking Water Act, Clean Air Act, Resources Conservation and Recovery Act, Federal Insecticide, Fungicide & Rodenticide Act, and Toxic Substance Control Act preferred.
4. Knowledge of National Environmental Policy Act, including Environmental Assessments/reviews and Environmental Impact Statements preferred.
5. One (1) year experience accounting for revenues derived from permitting processes (application fees, permit billing) preferred.
6. One (1) year experience with enforcement activities associated with monitoring of permits and ensuring compliance with laws and permit provisions preferred.
7. One (1) year experience working with Global Positioning Systems (GPS) and Geospatial Information Systems (GIS) and mapping skills preferred.
8. Must be able to perform field work (hiking rough terrain, planting trees, etc.).
9. Must have excellent documenting and writing skills.
10. Must have excellent public relation skills.
11. Must have excellent work ethics: professional, prompt, dependable, and dedicated.
12. Must have at least one (1) year experience working with word processing and spreadsheet software, i.e., Word, Excel, etc.

Qualifications:

1. Must have a High School Diploma/GED with equivalent credits towards an Associated Degree or an Associate Degree, pursuing a Bachelor's Degree in Environmental Science or related Natural Resources field preferred.
2. Must have a valid Driver's License and insurable under the Oglala Sioux Tribe

How to Apply:

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

Notice:

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

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

Vacancy Announcement #18-044

Position: Processing Clerk
(Non-exempt)

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

Program: Property and Supply
Department

Location: Pine Ridge, So. Dak.

Opening Date: April 23, 2018

Closing Date: May 4, 2018

General Description of Duties:

The Processing Clerk is a non-supervisory position and is responsible for the receipt of all goods and materials processed through the procurement system and serves as a back up to the Inventory Liaison Officer in the entering of data from the purchase orders. The Processing Clerk will be under the direct supervision of the Property & Supply Director.

Specific Duties:

1. For all materials and goods delivered to the property and supply offices, receipts all items upon delivery.
2. For all materials and goods delivered to a location other than the property and supply office, assure that the receiving party documents the delivery through a properly completed receiving form.
3. Forward a receiving form and related documentation to the accounts payable section as support for payment of related invoices.
4. Assist in entering purchase order data into the automated system.
5. Provide assistance to all other staff in the overall purchasing function.
6. Assist in the annual inventory of personal property.
7. Perform other related duties as required by the Property and Supply Director.

Requirements and Knowledge:

1. Must be reliable, accountable, efficient and able to work in a timely accurate manner.
2. Must have knowledge of Microsoft Word and Excel and all office equipment.
3. Must have ability to relate well to all age groups and work well with others.
4. Must be self-motivated and able to thoroughly carryout the duties as assigned.
5. Indian Preference applies.

Qualifications:

1. Must have a High School Diploma or GED.
2. Two (2) years' experience in related field

How to Apply:

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

Notice:

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

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

Vacancy Announcement #18-045

Position: Security Officer (6)
(Non-exempt)
Salary: Grade Level 10/0
(\$21,233 per annum)
Program: Office of Support Services
Location: Pine Ridge, So. Dak.

Opening Date: April 23, 2018

Closing Date: May 4, 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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Vacancy Announcement #18-046

Position: Tribal Roads Foreman
(Exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Department of Transportation
Location: Pine Ridge, So. Dak.
Opening Date: April 23, 2018
Closing Date: May 4, 2018

General Description of Duties:

The Motor Fuels Foreman shall be under the direct supervision of the OSTDOT Director. Must possess the skills, abilities and knowledge to operate under extreme and adverse weather conditions in emergency situations. Must have leadership skills to manage 15 plus personnel and effectively oversee the program budget.

Specific Duties:

1. Supervisory experience overseeing the daily operations of the program and setting up task orders for personnel workloads.
2. Operate all types of heavy equipment and instruct personnel on proper techniques of operation and maintenance.
3. Must have computer literacy capabilities as to prepare, develop and submit progress reports requested by the program director.
4. Develop a GIS/GPS data base system that tracks road length, width, surface type and improvements applied to the roads being serviced.
5. Must have ability to work beyond normal working hours and in adverse weather conditions.
6. Advise the OSTDOT Director on personnel trainings and maintenance matters.
7. Advise the OSTDOT Director on the status of roads emergent in nature and work with OST Emergency Management to develop a strategy addressing the concern.
8. Must have knowledge of obtaining vendors, OST Procurement Procedures, Financial Management, Requisition and Voucher process and inventory upkeep.
9. Have knowledge of developing and working in potential gravel bearing areas for development of materials as outlined in the OST Mining Ordinance.
10. Must be willing to write grant applications for potential supplemental funding.
11. Must have or be willing to learn airport operations for maintenance applications.

12. Assist the Director on presentations to the standing committees, council and other meeting as to the progress being made within the program.
13. Coordinate the development of annual budget.
14. Knowledge of construction practices, methods, techniques, cost, materials, and equipment.
15. Knowledge of management practices to effectively plan, organize and schedule training and work operations.
16. Ability to communicate culturally and educationally in a diplomatic manner.
17. Other duties as assigned by the Director of Transportation.

Requirements and Knowledge:

1. Must have knowledge of maintenance procedures on semi-trucks and heavy equipment.
2. Must be computer literate.

Qualifications:

1. Must have High School Diploma/ GED
2. Must have three (3) years supervisory experience
3. Must have five (5) years of experience operating heavy equipment.
4. Class A Commercial Driver's License w/airbrake endorsement

How to Apply:

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

Notice:

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

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

Vacancy Announcement #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: April 23, 2018

Closing Date: May 4, 2018

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 powerequipment
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:

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.)**

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.

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

Vacancy Announcement #18-048

Position: Female Domestic Violence Advocate (2)
(*Non-exempt*)

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

Program: Victim Services

Location: Pine Ridge, So. Dak.

Opening Date: April 23, 2018

Closing Date: May 4, 2018

General Description of Duties:

The Female Domestic Violence Advocate will provide support and services to victims of sexual assault, domestic violence, teen dating violence, sex trafficking, and elder abuse. The Advocate will assist the Director with all duties within the OST Victim Service Program and follow through with specific duties related to all program implementation and victims of Domestic Violence/Sexual Assault, Teen Dating Violence, and Stalking. The Domestic Violence Advocate will be under the supervision of the OST Victim Services Director.

Specific Duties:

1. Provide legal, medical and personal advocacy and/or appropriated referrals for victims.
2. Transport victims to shelter/safe houses as needed.
3. Co-Facilitate in house support groups, and house meetings.
4. Attend training as required.
5. Documentation for program statistics/reporting (light clerical).
6. Enter date/stats into specific Domestic Violence programs.
7. Be available for crisis on call line.
8. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of the Oglala Sioux Tribe's Criminal Justice System and Domestic Violence Code.
2. Must adhere to rules of confidentiality.
3. Must be committed to non-judgmental support of people who have been victimized.
4. Must have understanding of Lakota values and traditions.
5. Must be able and willing to perform office work if needed, such as statistics and assistance with grant or work-related duties.

Qualifications:

1. Must have a minimum of a High School diploma or GED.
2. Must have two (2) years' work experience required. Domestic Violence/Sexual Assault experience preferred
3. A Valid Drivers' License required.

How to Apply:

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

Notice:

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

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

Vacancy Announcement #18-049

Position: Water and Sewer Operator (2)
(Non-exempt)

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

Program: Water & Sewer Department
Location: Pine Ridge, So. Dak.

Opening Date: April 23, 2018

Closing Date: May 4, 2018

General Description of Duties:

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

Specific Duties:

1. Maintain a regular inspection schedule that will be set up by the immediate supervisor for OST W&S PWSs and CSSs.
2. Operate and maintain OST W&S PWSs and CSSs in an efficient manner and in accordance with any applicable tribal utility bylaws, polices and/or codes and in a manner that promotes and protects public health.
3. Perform needed maintenance and repairs (carpentry, plumbing and electrical) on OST W&S PWSs and CSSs ensuring that these systems are operating as required. Which may include, but is not limited, to the following:
 - a. Install any materials or parts that may be required to OST W&S PWSs and CSSs ensuring that these various systems are operating as required.
 - b. Install water mains, sewer mains, gate valves, hydrants or other materials in accordance with Tribal and/or Federal regulations or codes.
 - c. Install water or sewer service line connections in accordance to any Tribal and/or Federal regulations or codes.
 - d. Perform ground maintenance at OST W&S PWSs and CSSs and other properties.
4. Service and perform needed maintenance on tools, equipment, vehicles, and machinery used by the OST W&S.
5. Be on call for one-week periods for after hour emergencies and respond to these emergencies immediately.

6. Will be required to work either Saturday or Sunday of their on call week, but will be allowed a day off the week after their on call week. The Director will determine these days.
7. Perform service-related calls at OST W&S user sites.
8. Maintain accurate daily logs that will be turned in to the immediate supervisor on a bi-weekly basis (but may be reviewed as needed by the supervisor).
9. Maintain accurate records at each pump house, lift station or any other work station where accurate records are required or as directed by the immediate supervisor.
10. Collect any water samples that may be required to ensure that OST W&S PWSs are in compliance with applicable Tribal and/or Environmental Protection Agency (EPA) rules and regulations.
11. Collect any sewage samples that may be required to ensure that any OST W&S CSS discharges are in compliance with applicable Tribal and/or EPA rules and regulations.
12. Assist and accompany OST W&S contractors, other Tribal departments, Indian Health Services, and regulatory agencies in surveys and investigations at OST W&S PWS and CSS facilities.

Requirements and Knowledge:

1. Must possess the ability to work efficiently and dependably with minimal direction.
2. Must be able to obtain a Class I Water Distribution or Class I Water Treatment Certification, within one year of being hired.
3. Must be able to obtain a Class I Wastewater Collection and a Stabilization Pond Operators Certification, within one year of being hired.
4. Must have basic knowledge of tools, materials and methods required to properly operate and maintain PWSs and CSSs.
5. Must be able to lift 100 lbs.

Qualifications:

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

How to Apply:

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

Notice:

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

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