



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.oglalalaketanation.info.

Opening Date: March 12, 2018 **Closing Date: March 23, 2018**

18-009	EMS Dispatcher	Ambulance Service	Pine Ridge, So. Dakota
18-010	Contracts Compliance Specialist	Contracts Office	Pine Ridge, So. Dakota
18-011	Director	Emergency Youth Shelter	Pine Ridge, So. Dakota
18-012	Clerk	Executive Director's Office	Pine Ridge, So. Dakota
18-013	Tractor Trailer Driver	Food Distribution	Pine Ridge, So. Dakota
18-014	Security Referral Drivers	IHS Security	Pine Ridge, So. Dakota
18-015	Director	Natural Resources Regulatory Agency	Pine Ridge, So. Dakota
18-016	Program Coordinator	Oyate BliHelya	Pine Ridge, So. Dakota
18-017	Coordinator	Public Safety	Pine Ridge, So. Dakota
18-018	Evidence Technician (2)	Public Safety	Pine Ridge, So. Dakota
18-019	Process Server	Public Safety	Pine Ridge, So. Dakota
18-020	Records Clerk (2)	Public Safety	Pine Ridge, So. Dakota
18-021	Scanner/Records Clerk	Public Safety	Pine Ridge, So. Dakota
18-022	Compliance Officer	Revenue Department	Pine Ridge, So. Dakota
18-023	Office Manager	Solid Waste Program	Pine Ridge, So. Dakota
18-024	Outreach Worker	Special Education/Early Intervention	Pine Ridge, So. Dakota
18-025	Director	Tribal Employment Rights Office -TERO	Pine Ridge, So. Dakota
18-026	Veterans Service Officer	Tribal Veterans Office	Pine Ridge, So. Dakota
18-027	Director	Victims Services	Pine Ridge, So. Dakota

RE-ADVERTISEMENTS

16-086	Licensed Practical Nurse	Native Women's Health Care	Rapid City, So. Dakota
16-131	Addiction Counselor	Anpetu Luta Otipi	Pine Ridge & Kyle, So. Dakota
17-063	Transit Driver (1)	Transit Program	Pine Ridge, So. Dakota
17-078	Treatment Coordinator	Anpetu Luta Otipi	Pine Ridge & Kyle, So. Dakota
17-111	Residential Care Provider (Male)	Emergency Youth Shelter	Pine Ridge, So. Dakota
17-134	Industrial Electrician	OSRWSS Coreline	Pierre/Ft. Pierre, So. Dakota
17-139	Maintenance/Laborer (1)	Property & Supply	Pine Ridge, So. Dakota
17-140	Court Clerk	Tribal Court	Pine Ridge & Kyle, So. Dakota
17-145	Bailiff/Process Server	Tribal Court	Kyle, So. Dakota
17-146	Administrative Assistant	Tribal Court	Pine Ridge, So. Dakota
17-149	District Service Center Manager	OST Administration	Porcupine CAP & Pass Creek CAP
17-152	District Data Clerk	OST Administration	Medicine Root CAP
17-162	Third Party Billing Clerk	Health Administration	Pine Ridge, So. Dakota
17-165	Compact Truck Driver	Solid Waste	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 #18-009

Position: EMS Dispatcher
(Non-exempt)
Salary: Grade Level 1/0
(\$15,579 per annum)
Program: Ambulance Service
Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

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

Specific Duties:

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

14. Responsible for cleanliness of the communication center.
15. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

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

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have a valid State Driver's License.

How to Apply:

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

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 #18-010

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

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

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

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

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 #18-011

Position: Director
(Exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Emergency Youth Shelter
Location: Pine Ridge, So. Dak.
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The OST EYS Director shall work and coordinate with Social Service Agencies, School Counselors, Special Education, Program Directors and other professionals providing services to special needs youths. The EYS Director will be under the direct supervision of the OST Executive Director.

Specific Duties:

1. Schedule and conduct in-service workshops for all support personnel.
2. Establish professional rapport with other area professionals working in the field of substance abuse prevention.
3. Establish on-going counseling services which include counseling scheduling.
4. Devote 100% work time toward accomplishing all stated objectives.
5. Make monthly progress reports to the program's standing committee.
6. Establish monthly meetings with parents, discuss program plans and will seek recommendations on project improvement.
7. Arrange for medical, psychiatric, and other examinations as needed by clients.
8. Plan a diagnostic work-up for each youth placed at the center.
9. Ensure each youth placed at the center receives two (2) hours per week of one-to-one counseling.

Requirements and Knowledge:

1. Residential Management background preferred.
2. Bilingual Speaker preferred. (Lakota)
3. Must adhere to Confidentiality Rule.
4. Must possess grant-writing skills.
5. Must possess administrative experience relative to administering contracts/grants.
6. Must keep shelter in compliance with all licensing standards.
7. Must have own telephone or contact number in case of emergencies.

8. Must be screened against the South Dakota Department of Social Services central registry of Child Abuse/Neglect upon hiring.
9. Must possess knowledge of establishing and maintaining cuff accounts and be familiar with financial report writing, budget modification, etc.
10. Must possess good communication skills.
11. Knowledge of PART (Performance Assessment Rating Tool) per OMB regulations, if applicable.
12. Knowledge of GPRA (Government Performance Rating Assessment) per OMB regulations, if applicable.
13. Knowledge of OST Management Systems and enforcement of Manuals.

Qualifications:

1. Must have a Bachelor's Degree in an accredited behavioral or Social Science area **or** a HS/GED and eight (8) years' experience in administration, management and supervisory capacity with at least two (2) years of alternative child care experience in a group care setting.
2. Must have a valid South Dakota Driver's License and be insurable under OST.

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 #18-012

Position: Clerk
(Non-exempt)
Salary: Grade Level 10/0
(\$21,233 per annum)
Program: Executive Director's Office
Location: Pine Ridge, So. Dak.
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The Clerk will perform routine typing and clerical office duties. The Clerk will receive and file all incoming program statistics and data entry files. The Clerk will collect and provide statistical reports on all OST Programs using a manual and electronic filing system. The Clerk's specific function is the upkeep and maintenance of all filing systems within the Executive Director's Office. The Clerk will also be responsible for the organization and updating of all administrative files and forms. The Clerk will be under the direct supervision of the OST Executive Director.

Specific Duties:

1. Establish and maintain an accurate and complete manual and electronic filing system for incoming correspondences on all Tribal and Federal programs.
2. Assist in maintaining office organization and appearance and record and file meeting minutes for the Executive Director.
3. Show professionalism in a courteous manner when greeting or meeting with employees and visitors. Dress in an accomplished conservative manner.
4. Responsible for all incoming and outgoing fax transmissions and receive and distribute mail for the Executive Director's Office and maintain a commitment to serve full confidentiality.
5. Responsible for ordering and maintaining the inventory of office supplies and vendor services for the Executive Director's Office and will be responsible for ordering and maintaining all office and electronic equipment.
6. Pick up and distribute payroll checks, vendor checks, mileage checks, approved purchase orders, approved requisitions, etc. for the Executive Director's Office.
7. Receive and file all incoming program statistics and data entry files for all OST programs and compile and classify information for statistical reports and updates to the Executive Director on all
8. Assist in all other daily office operations and perform all other related duties as requested.

Requirements and Knowledge:

1. Must be prompt, dependable and willing to attend training in program related areas.
2. Must possess excellent verbal and written communication skills and be able to understand and follow oral and written instructions.
3. Must be computer literate and possess knowledge of computer software programs, i.e., Microsoft Word, Excel, Access, etc.
4. Must have great knowledge of office procedures and office equipment and have the ability to carry up to 30-70 pounds of boxes of equipment, files, and paper and office supplies.
5. Must have inventory, typing and filing skills with the ability to complete general administrative office memorandums and documentation including; Purchase Orders, Vouchers, Time and Travel Reports, Travel Authorizations, etc.
6. Must be knowledgeable with the OST Personnel Policies and Procedures Manual.
7. Must have the ability to establish and maintain an effective working relationship with the OST employees and the public.

Qualifications:

1. Must possess a High School Diploma/GED with at least four (4) years of Clerical or Secretarial experience.
2. Must possess a valid South Dakota Driver's License, pass a pre-employment drug screen and pass an employee background check.

How to Apply:

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

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will be required to submit to 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 #18-013

Position: Tractor Trailer Driver
(Non-exempt)

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

Program: Food Distribution Program

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

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

Specific Duties:

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

Requirements and Knowledge:

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

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

Qualifications:

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

How to Apply:

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

Notice:

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

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 #18-014

Position: Security Referral Driver (Part-time) (2)
(Non-Exempt)
Salary: Grade Level 5/0
(\$17,877 per annum)
Program: IHS Security
Location: Pine Ridge, So. Dak.
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

Assists in the Security Mission to protect life and property of persons on the government premises, government buildings, grounds & property. The primary function of this position is to provide transport of Human Service Referrals from the Pine Ridge Service Unit to other facilities the patient is referred for continued Medical Treatment. This is a part time position is utilized based on the Referral need of the Human Services Program of the Pine Ridge Service Unit. The hired employee will be compensated for only those hours they are called and utilized for the specific purpose of transporting a Human Service referral patient, or hours assigned by the Director, or his/her designee only. Employees hired will be placed on a 2-week call schedule consisting of 4 days on-call one week with three days off, and on-call three days with four days off the other week, or others hours they may be summoned for in the event transport services are needed and authorized by the Director or his/her designee

Specific Duties:

1. Provides Transports of properly cleared Mental Health Patients to proper receiving facilities and transitions them to the receiving Facility Service Providers.
2. Provides proper and competent transport in a secured and safe vehicle of patients as required by referring Human Service Staff members of the Pine Ridge Service Unit
3. Provides proper radio or telephone communications with Security Communications Center of transport mileages, locations and irregularities which may arise during the transport.
4. Document quickly and effectively information regarding the transports on the approved records management system, and completion of trip sheets as required.
5. Ensures only authorized personnel are allowed in the Department vehicle.
6. Properly utilizes the gas card and does not share PIN with any other employee or person.
7. Assures all calls for security service upon request are properly and professionally communicated, either verbally or in writing.
8. Performs all aspects of care and service in an environment that optimizes safety.
9. Maintains current information and properly uses the video equipment used to document the transport.
10. Assures problems which may arise during transport are properly reported both verbally and in writing to higher command.
11. Reports all incidents, verbally & through incident form, by the end of the shift required to complete the transport and distribute them as required immediately.
12. Demonstrates knowledge of the principles of Proper Security work in a Healthcare Environment, in accordance with training and governing Policies and Standards.
13. Provides all pertinent requirements for contract compliance as directed by the Security Director.

14. Adheres to all Security Program Standards and Policies, Oglala Sioux Tribe requirements and rules and regulations of the Pine Ridge Service unit where applicable.
15. Performs all other responsibilities as directed by competent authority.

Requirements and Knowledge:

1. Adheres to dress code, appearance being neat and clean. Completes annual education requirements.
2. Maintains regulatory requirements.
3. Maintains patient and personnel confidentiality at all times.
4. Reports to work on time and as scheduled, completes work within designated time. Wears identification while on duty.
5. Uses timekeeping processes appropriately & correctly. Completes in-services and returns in a timely fashion.
6. Attends annual review and department in-services, as scheduled. Attends staff meetings.
7. Represents the organization in a positive and professional manner. Completes adequately Communications requirements.
8. Complies with all organizational policies regarding ethical & conduct practices.
9. Communicates the mission, ethics, and goals of the facility, as well as the focus statement of the department.
10. Ability to communicate effectively in English, both verbally and in writing, additional languages preferred.
11. Possess basic computer knowledge.
12. Proper telephonic skills knowledge
13. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising client care.
14. Experience in Healthcare Security preferred, but not required.
15. Must possess and maintain a satisfactory Tribal Background for employment
16. Pre-employment and on-going compliance with tribal drug testing requirements

Qualifications:

1. High school graduate or GED equivalent.
2. 19 Years of age or older
3. Valid South Dakota Driver's License required
4. No alcohol related ARRESTS for six (6) months
5. No misdemeanor convictions for one (1) year
6. No felony convictions

How to Apply:

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

Notice:

"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 #18-015

Position: Natural Resources Director
(Exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Natural Resources Regulatory Agency
Location: Pine Ridge, So. Dak.
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

Administer the contracts for the Natural Resources Regulatory Agency, Water Resources Department, Badlands Bombing Range Department and Cultural and Historic Preservation Office. These contracts include P.L. 93-638 contracts between the Oglala Sioux Tribe and Pine Ridge Agency Bureau of Indian Affairs, US Army Corps of Engineers (USACE) contracts, National Parks Service, and other Federally funded contracts. Ensure compliance with applicable Federal regulations and laws of the Oglala Sioux Tribe.

Act as a liaison and Point of Contact between the Oglala Sioux Tribe and other Tribal, Federal agencies and other entities on behalf of the Oglala Sioux Tribe. Meet with the public to promote compliance with natural resource laws, as well as ensure protection, conservation and management of the natural/water resources, water rights and cultural resources. Educate public and Tribal leadership on pertinent issues regarding the public health and environment. Make recommendations regarding public health and environment issues and concerns. Assist the Oglala Sioux Tribe in government-to-government consultations concerning threats to Natural, Water, and Cultural Resources on the Pine Ridge Indian Reservation and 1851 & 1868 Fort Laramie Treaty lands.

May be required to work long and irregular hours performing tasks for the agency and associated departments. Ensure accurate, timely and professional work is accomplished. Willing to obtain and complete training as it pertains to the position. The Natural Resources Director will be under the direct supervision of the Oglala Sioux Tribe Executive Director.

Specific Duties:

1. Identify, update and/or develop legislation for the protection, conservation and management of the natural and water resources of the Oglala Sioux Tribe for Pine Ridge Reservation and Treaty territories.
2. Review and comment on pertinent documents relating to the protection, conservation, and management of the natural and water resources, water rights, and cultural resources of the Oglala Sioux Tribe for Pine Ridge Reservation and Treaty territories.
3. Implement monitoring of surface and sub-surface water use to plan for future water claims.
4. Ensure coordination and promotion of natural and water conservation measures on the Pine Ridge Reservation.
5. Develop and update after development of a strategic plan regarding the natural and water resources.
6. Ensure "Mni Uonihanpi Anpetu" and educational outreach activities are conducted.
7. Attend meetings, conferences, symposia, and workshops related to activities of the agency and associated departments.
8. Ensure existing Tribal environmental and natural resources codes and regulations and their permitting processes are being implemented accurately.
9. Regulate and promote compliance with all Tribal environmental and natural resource codes and regulations.
10. Participate as a member of the OST Environmental Health Technical Team, serving as a Co- Chair as needed. Assist in the implementation of the OST Environmental Review/Assessment Process and enforcement of the Code.
11. Serve 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.
12. Serve as a representative to, appointed by Tribal Council, Executive Committee, or Tribal President, but not limited to the following:
 - a. Missouri River Recovery & Implementation Committee (MRRIC)
 - b. Tribal Missouri River Recovery & Implementation Committee
 - c. Title IX Missouri River Restoration Act Task Force
 - d. Intertribal Timber Council
 - e. Native American Graves Protection & Repatriation Act Representative
 - f. Others as appointed
13. Serve as a Point of Contact for the Oglala Sioux Tribe, with regard to the clean-up activities on the Former Badlands Bombing Range, with the USACE and the United States Air Force (USAF), and their contractors, project managers, environmental specialist and employees.
14. Administer specific activities under the USACE - Formerly Used Defense Sites funding contact and Statement of Work.
15. Assist the USACE and its contractors with obtaining required Tribal permits, Tribal Employment Rights Office, Tribal Revenue Office, and other requirements that pertain to working on the Pine Ridge Reservation.

16. Assist in acquiring right of entry or easement on sectors being worked on by the USACE.
17. Protect the integrity of culturally/spiritually significant locations and items. These records and items will be kept with the utmost confidentiality.
18. Serve as Point of Contact with the Black Hills National Forest (BHNF) and their representatives regarding Administrative Free-Use Timber Permits within the BHNF. Coordinate timber haul activities between the Oglala Sioux Tribe and the BHNF.
19. Assist in compiling and processing joint funding agreements, cooperative agreements, special projects, grants and other contracts for various agency and associated departments' through the appropriate Tribal and funding agencies processes. These Federal agencies include, but are not limited to, the Bureau of Indian Affairs, Bureau of Reclamation, US Geological Survey, US Fish & Wildlife Service, USACE, Indian Health Service, Natural Resources Conservation Services and others. Coordinate drawdown requests and payments with the Fiscal Accounting Office personnel and ensure agency records are maintained.
20. Serve on Oglala Sioux Tribal Task Forces, Planning Teams and/or other Tribal Commissions established to address specific issues, as well as for development/revision of Tribal management documents including, but not limited to responsibilities associated with Tribal Utilities; Emergency Management; Solid Waste Recycling; Water Security and Protection; and others as requested.
21. Willing to acquire additional knowledge and skills in the field of environmental laws pertaining to protection, conservation, and management of the natural and water resources, water rights, and cultural resources of the Oglala Sioux Tribe.
22. Assess current goals and objectives of the agency and associated departments when necessary, and restructure within the vision of the agency. This includes the procurement of outside funding if necessary.
23. Ensure the timely submission of all relevant reports to funding agencies and to the Oglala Sioux Tribe.
24. Ensure supervisory functions over agency and associated departments and their staff are conducted.
25. Perform other agency related duties as necessary for the Oglala Sioux Tribe.
26. Will be required to submit for one grant opportunity annually.

Requirements and Knowledge:

1. Must be knowledgeable of Federal, Tribal, and environmental laws and regulations.
2. Must be knowledgeable of Treaties pertaining to the Great Sioux Reservation.
3. Must have experience communicating effectively both orally and in written form.
4. Must be knowledgeable and sensitive to culturally significant items and issues.
5. Must have knowledge of budgetary processes
6. Must be knowledgeable of Oglala Sioux Tribe land base.
7. Must be able to speak effectively in public forums.
8. Must have knowledge of P.L. 93-638 contracts and Federally funded projects.
9. Must have grant writing skills/experience.
10. Must have excellent work ethics: professional, prompt, dependable, and dedicated.
11. Prefer applicant with at least six (6) years' experience working with various word processing and spreadsheet software, i.e. Word, Excel, etc.
12. Must be able to multi-task and work under pressure.
13. Must take pride in personal appearance.

Qualifications:

1. Bachelor Degree in Business, Management or related field is **preferred**. Bachelor's Degree in Environmental Science, Natural Resources or related Science field **required**.
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 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 #18-016

Position: Program Coordinator
(Exempt)

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

Program: Oyate BliHelya

Location: Pine Ridge, SD

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The purpose of the Program Coordinator's position is to provide Diabetes related services and education for the Oyate BliHelya Program. The Program Coordinator will be responsible for the overall implementation and supervision for the Oglala Sioux Tribe Diabetes Prevention Project. Primarily through the data and record keeping this position will assure that programmatic services are completed and validated. The Program Coordinator will be under the direct supervision of the OST Executive Director.

Specific Duties:

1. Provide direct supervision for the Oyate BliHelya Personnel, which consists of twenty-eight (28) employees.
2. Set up databases and compile data pertaining to the project.
3. Coordinate training for the various components.
4. Work with the partnering of agencies to assure the program objectives are met.
5. Work closely with school personnel to set up screening activities in schools.
6. Set up Health Fairs in each District for education and screening on Diabetes.
7. Attend all meetings pertaining to the Oyate BliHelya Program.
8. Attend the monthly Diabetic Team Meetings at I.H.S.
9. Responsible for keeping all accurate cuff accounts and ensuring the program is in compliance.
10. Ensure that all benchmarks are met through the numbers.
11. Other related duties as assigned by the Executive Director.

Requirements and Knowledge:

1. Must have knowledge of grant/proposal writing and process, experience required.
2. Must have good oral and writing skills.
3. Must have knowledge of the Tribal and Federal Accounting Practices.
4. Must have knowledge of Tribal Procurement Procedures.
5. Must have computer knowledge of spreadsheets, excel and power point at a minimum.
6. Must have the ability to compile data and present applicants of information for planning.
7. Must have the ability to work with different entities at all levels.
8. Must have knowledge of Case Management, along with Social Work and Mental Health.
9. Must have knowledge of HIPPA Regulations.
10. Indian preference applies.
11. Lakota Speaker preferred.
12. Residence of the Pine Ridge Indian Reservation Preferred.

Qualifications:

1. Bachelor's Degree preferred or High School Diploma/GED and eight (8) years' work experience in health and/or nutrition screening activities required.
2. 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. 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 #18-017

Position: Coordinator
(Non-exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Public Safety
Location: Pine Ridge, So. Dak.
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The Coordinator serves as the administrative officer of the organization for the Department of Public Safety. The Coordinator oversees all day-to-day administration and management of operations for the Department of Public Safety.

Supervising managerial personnel, providing appropriate training opportunities and coaching for staff, developing salary and benefit policies that attract quality employees, and conducting formal staff evaluations on an annual basis. The Coordinator shall be under the immediate supervision of the Chief of Police.

Specific Duties

1. Assure that the organization has a long-range strategy which achieves its mission and makes consistent and timely progress.
2. Maintain official records and documents, and ensure compliance with tribal, federal, state and local regulations.
3. Maintain a working knowledge of significant developments and trends in the field.
4. Develop and implement internal audit strategies and procedures to review operations in each administrative program area to ensure compliance with all policies and procedures required by the Federal government, the Tribe, and DPS requirements. In addition, incumbent will work with managers of the law enforcement, and dispatch, to ensure that interface with administrative programs is operating as intended for finance, personnel, property and supply, inventory and data management.
5. Ensure that the Chief of Police is kept fully informed on the condition of the organization and important factors influencing it.
6. Publicize the activities of the organization, its programs and goals.
7. Establish sound working relationships and cooperative arrangements with appropriate local, state and federal groups and organizations.
8. Represent the program and point of view of the organization to agencies, organizations, and the general public.
9. Encourage staff development and education and assist program staff in relating their specialized work to the total program of the organization.
10. Will be responsible for developing and maintaining sound financial practices.
11. Work with the staff; see that the organization operates within budget guidelines.
12. As other duties as assigned by supervisor

Requirements and Knowledge

1. Must have strong oral and written communication skills.

2. Must have the ability to effectively interface with the community as well as with local, state and federal organizations and leaders.
3. The position requires someone who can understand financial statements and has the ability to provide strong financial oversight of the organization and must be knowledgeable regarding organizational structure and function, as well as a clear understanding of general management and administration practices.
4. Must be able to manage a diverse set of individuals.
5. Must have strong interpersonal and supervisory skills preferred
6. Must have thorough understanding of financial statements and budgeting, 638 contracting and IDC, and federal contracts.
7. Must possess exceptional written and oral communication skills.
8. Must have proven ability to obtain and manage external grants, contracts, and donations.
9. Must have demonstrated the ability to develop and maintain positive relationships with people from varied cultural, economic, and educational backgrounds.
10. Must have proven ability to develop policies and procedures.
11. Must have proficiency in commonly-used office software, including Excel, Word, PowerPoint, and Adobe.
12. Must have ability to multi-task, work under pressure and meet deadlines required
13. The marginal functions of this position have not been included. This job description in no way implies that these are the only duties to be performed.
14. Lakota Language speaker preferred.
15. A general understanding of law enforcement practices is preferred.

Qualifications

1. Bachelor's Degree in Administration, Management, Business or related field.
2. One (1) year of administrative or management experience.
3. Must be twenty-one (21) years of age.
4. Must never have been convicted of a felony offense
5. No misdemeanor convictions in the past one (1) year. (Excluding minor traffic violations)
6. 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. 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 #18-018

Position: Evidence Technician (2)
(Non-exempt)
Salary: Grade Level 21/0
(\$30,999 per annum)
Program: Public Safety
Location: Pine Ridge, So. Dak.
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

Evidence Technician is under the direct supervision of the Chief of Police and will work closely with all officers in the divisions to which they are assigned. The Evidence Technician will be accountable for security and integrity of evidence room; responsible for preserving the critical chain of evidence; will testify in court when subpoenaed.

Specific Duties:

1. Responsible for collecting, receipting, storing, and control of physical evidence/property in the custody of the department.
2. Maintain manual and computerized records including evidence custody documents, chain of custody documents, property receipts, property control files, and related reports and collecting evidence as requested in the District substations.
3. Responsible for receiving, storing, maintaining, releasing and accounting for all evidence
4. When evidence is deposited with the Evidence Technician or in an approved holding facility, an evidence receipt shall be completed by the impounding officer.
5. Ensure the evidence receipt shall include all information necessary to both document and ensure the integrity of the chain of custody. All drugs should be weighed, tested and put into separate containers (e.g. bag), and monies counted by the Evidence Technician and/or Law Enforcement Officer and recorded on the evidence receipt.
6. Responsible for developing and maintaining a master file of all evidence invoices and evidence tags completed. This file may be either manual or automated and shall be cross indexed with the chain of evidence custody file.
7. Assigns a storage location to each item of evidence and records this information on the evidence receipt and evidence tag.
8. Ensures evidence requiring added security, to include monies, precious metals, jewelry, gemstones, weapons, narcotics and dangerous drugs shall be stored in a separate secured area.
9. Ensures perishable items shall be stored in a refrigerator or other suitable container.
10. Ensures a log is kept which identifies each authorized personnel entering the evidence room.
11. Shall have keys to the evidence rooms, combination safes, grey lockers and/or alcohol bins.
12. On a monthly basis, the supervisor of the Evidence Technician shall make an inspection of the evidence storage facilities and policies to ensure adherence to appropriate policies and procedures.
13. Shall be responsible for developing and maintaining a file that documents all changes in custody of physical evidence. The file

shall be capable of readily identifying the individual or organization currently maintaining custody of all evidence.

14. Ensures a written record of all transfers of physical evidence shall be made.
15. If the vehicle is to be processed as evidence, or if evidence work is to be performed on the vehicle, a request for that work must be completed.
16. Will meet regularly with the Sergeants of Police and Property & Supply/Fleet Technician to review department property and as needed criminal and civil evidence matters.
17. Will carry out all other duties as assigned

Requirements and Knowledge:

1. Will be required to enhance training in the management field.
2. Must be computer literate and have basic knowledge of office skills and tracking property and evidence, on the system (MIP).
3. Will ensure complete confidentiality as required by the Privacy Act and in the Departments Policies.
4. Maintain a specialized computerized database records on all property, evidence, and vehicles.
5. Ability to communicate effectively, both orally and in writing.
6. Ability to meet and deal effectively with others.
7. Ability to make sound judgments and decisions.
8. Must have excellent organizational skills and the initiative to take on many different tasks.
9. Must have a strong understanding and knowledge of the Lakota History, Culture and Philosophies.

Qualifications:

1. High school diploma or GED
2. Two (2) years of experience in the receipt, storage, and issuance of property, or in maintaining property control.
3. Must be twenty-one (21) years of age.
4. Must never have been convicted of a felony offense
5. No misdemeanor convictions in the past one (1) year, (excluding minor traffic violations)
6. 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. 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 #18-019

Position: Process Server
(Non-Exempt)

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

Program: Public Safety
Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Process Server will work closely with the departments, legal counsel, records department, Chief of Police, Captains, and Lieutenants in expediting all orders of the Tribal Court and will make personal contact to serve court documents. The Process Server will be under the direct supervision of the Chief of Police and in her/his absence, the Acting/Delegate that is next in line.

Specific Duties

1. Meet with the Criminal Court on a daily basis to pick up notices of hearings, subpoenas, summons, and related documents for service and return proof of service on a daily basis.
2. Serve notice of hearings, subpoenas, and related court documents in an efficient and timely manner for Criminal Court.
3. Create, establish and maintain an accurate record of service of process according to the chronological dates of court proceedings and will establish a court calendar/docket for Law Enforcement and disseminate to officers and post at the PD's.
4. Provide bi-weekly reports to the Criminal Court Clerks regarding the service of process on cases.
5. Maintain good physical, emotional and mental conditions to satisfactorily perform the functions of the position.
6. Maintain accurate travel and mileage records.
7. Other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must be familiar with reporting methods of governmental agencies.
2. Must have knowledge of the Privacy Act, Freedom of information Act, and the Confidentiality rule as they apply to programs or organizations with regard to Federal regulations.
3. Must possess the highest of confidentiality in regard to all Law Enforcement Reports.
4. Must successfully pass a drug test and participate in random drug screenings.

Qualifications

1. High School Diploma/GED required.
2. Must be twenty-one (21) years of age.
3. Must never have been convicted of a felony offense
4. No misdemeanor convictions in the past one (1) year, (excluding minor traffic violations)
5. Must have a valid driver's license and possess a safe driving record.

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 #18-020

Position: Records Clerk (2)
(*Non-exempt*)

Salary: Grade Level 14/0
(\$24, 365.00 per annum)

Program: Public Safety
Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

This Position will be under the direct supervision of the Chief of Police Administrative Assistant. Will be responsible for the overall management of the Reports/Records Department of the Department of Public Safety.

Specific Duties:

1. Will be responsible for compiling and submitting statistical, narrative and all other reports for the Law Enforcement Services and any other grants or contracts under the administration of the Department of Public Safety.
2. Will adhere to the report requirements, which are detailed in each grant and contract document.
3. Will work with other agencies to conduct research and gather information for reports.
4. Will be responsible for timely submission of reports to grantor agencies.
5. Process all incoming reports and distribute accordingly to other personnel in the Records Division for proper data entry and filing.
6. Will release reports to agencies such as Department of Social Services, Federal Bureau of Investigations, Federal and State Probations, Oglala Sioux Housing Authority, Insurance Agencies, Attorneys, other investigative entities and individuals when their request is granted.
7. Will forward all State Accident Reports that meet the criteria to the Department of transportation in a timely manner.
8. Will greet the public and all other staff in a courteous, friendly, and professional manner.
9. Will maintain, preserve, and secure all records on Offenses, arrests, juvenile crimes, suicides, unattended deaths, and motor vehicle accidents.
10. Will be required to use a computer, New World Systems or any system approved by the Department.
11. Will be required to use the LERMS (Law Enforcement Records Management System), Microsoft Word, and Excel for records management.
12. Must be able to follow directions and work independently.

13. All other duties/tasks as required by the Supervisor.

Requirements and Knowledge:

1. Must be familiar with reporting methods of governmental agencies.
2. Must possess the highest of confidentiality in regard to all law enforcement reports/records
3. Must have knowledge and experience in computer usage, computer software programs.
4. Must have knowledge of different filing techniques, such as geographical, alphabetical, and numerical.
5. Must have proofreading skills.
6. Must be able to compile statistical information.
7. Must have knowledge of the Privacy Act, Freedom of Information Act, and the confidentiality rule as they apply in regard to federal guidelines.
8. Must have the ability to establish priorities, work independently, and proceed with objectives without supervision.
9. Required to take random drug/alcohol testing.
10. Must submit to a background check

Qualifications:

1. AA Degree an Secretarial or related field preferred **or** High School Diploma/GED and three (3) years of related work experience.
2. Must have no prior felony convictions.
3. No misdemeanor convictions in the past one (1) year (excluding minor traffic violations)
4. Must have a valid driver's license.

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 #18-021

Position: Scanner/Records Retention Clerk
(*Non-exempt*)

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

Program: Public Safety

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Scanner/Records Retention is a support position and assists in maintaining the storage of financially related records according to federal guidelines. This is a non-supervisory position and reports to the Chief of Police Administrative Assistant.

Specific Duties:

1. Scan and input files into the computer for each program.
2. Assist in storing all financially related records and documents pertaining to the current year.
3. Assist in data input into the automated database maintained by the Records Retention Office which identifies and tracks all financially related records,
4. Prepare reports of stored records and related data as required by funding agencies, auditors and program directors.
5. Perform general clerical, reception and office duties.
6. Perform other related duties as requested by immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of the Privacy Act, Freedom of Information Act, and the Confidentiality rule as they apply to

programs or organizations with regard to Federal regulations.

2. Must have experience in general office procedures and filing.
3. Must be prompt and dependable.

Qualifications:

1. High School Diploma/GED required.
2. Must be twenty-one (21) years of age.
3. Must never have been convicted of a felony offense
4. No misdemeanor convictions in the past one (1) year, (excluding minor traffic violations)

How to Apply:

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

Notice:

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

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 #18-022

Position: Compliance Officer
Salary: Grade Level 15/0
(\$25,218 per annum)
Program: Revenue Department
Location: Pine Ridge, So. Dak.
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The Compliance Officer will be responsible for enforcement and collection of revenues owed to the Oglala Sioux Tribe as prescribed by OST Ordinances and/or other existing OST Resolutions. These duties will be performed by making periodic checks on individual businesses required to pay Tribal taxes or have Tribal licenses. Ensuring proper and timely payment of such licenses and taxes. The Compliance Office will assist the Director in maintaining an updated database for these accounts. The Compliance Officer will be under the direct supervision of the Department of Revenue Director.

Specific Duties:

1. Responsible for gathering pertinent information from entities to keep database system updated.
2. Responsible for getting information on all new businesses to Data Clerk and/or Secretary to insure current updates to the data base system.
3. Responsible for reviewing Bureau of Indian Affairs land records to determine tribally required land use taxes for individual billings.
4. Audit all individual Department of Revenue files on a quarterly basis to determine that proper tax and license requirements are current.
5. Prepare a list of names requiring changes in tax and license payments on a quarterly basis for review by the Director of Revenue
6. Conduct spot checks and make sure that all peddlers have a daily or monthly business permit.
7. Responsible for ensuring that all businesses and peddlers are licensed with the State of South Dakota for sales tax collection purposes.
8. Review with the TERO staff on a monthly basis the list of contractors to ensure proper licenses have been issued and taxes are being paid.
9. Prepare on a quarterly basis a list of outstanding amounts due for review by the Revenue Director.
10. Responsible for following procedures of collecting taxes, including written notification, follow-up and notification of pending civil action in Tribal Court.
11. Responsible for weekly reports on default or non-compliance to Revenue Director including specific names, programs, businesses, etc.
12. Consult with Director on any problems encountered with the imposition of enforcement of Tribal Ordinances and recommend solutions.
13. Receive cash and checks for a daily bank deposit.
14. Enter processed vouchers and applications into database system for payment.

15. Enter payments into database system, tracking the individual customer, employee, or businesses outstanding balances.
16. Collect and ensure that all OST Tribal program checks are recorded, scanned and deposited in a timely manner and correctly
17. Prepare a monthly report, and email to all OST Tribal programs of current licensed businesses.
18. On a monthly basis, invoice businesses that have a license due to expire in the upcoming month.
19. Other duties assigned by supervisor.

Requirements and Knowledge:

1. Must be aggressive, outgoing, and present self with a pleasant demeanor.
2. Must be self-starter and work with little or no supervision.
3. Must be knowledgeable of business practices and business math.
4. Must be knowledgeable in computers and data base systems.
5. Must be knowledgeable of the Oglala Sioux Tribal Tax Ordinances and/or be willing to research and learn existing ordinances, resolutions, and tax laws currently in force.
6. Must be bondable.
7. Must be willing to go out on site visits to the various districts.
8. Must possess excellent oral and written communication skills.
9. Must maintain confidentiality of all information collected and contained within the office.

Qualifications:

1. Associates Degree in Business Administration **or** High School Diploma/GED with four (4) years' experience in a business-related field.
2. Must have a valid South Dakota Driver's License and have own 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 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 #18-023

Position: Office Manager
(Non-exempt)

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

Program: Solid Waste Management

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Office Manager will be under the direct supervision of the Solid Waste Management Director. The Office Manager will provide general clerical, word processing, and secretarial duties as required by the Solid Waste Management Program. This includes managing of the office, cuff accounts, and assist in supervising.

Specific Duties:

1. Maintain files according to the system for the program to include general correspondence, contracts, budgets, modifications, memorandums and other documents pertinent to the operation of the Solid Waste Management Program as determined by the Director.
2. Will be responsible for cuff accounts and accounts payable.
3. Responsible for submitting accounts payable, monthly requisitions for purchase order, quarterly billing for user fees, monthly billings for other entities, accounts receivable, yearly budgets and modifications, and will be responsible for overall office management.
4. Assist the Director and Field Supervisor in coordinating office functions to assure that all administrative and clerical activities within the Director's office run smoothly (i.e. picking-up and distributing incoming mail from the program, assuring that outgoing mail is sent in a timely manner, maintaining the mail meter machine, maintaining filing of documents, and the shredding of documents as needed).
5. Arrange meetings and assist with Standing Committee Meetings with Land Committee.
6. Responsible for training and travel arrangements.
7. Perform reception duties via telephone and personal greetings on an as-needed basis for the Director and Field Supervisor, and at times stand

in for Committee meeting when Director is on travel.

8. Assist in typing correspondence, payment vouchers, or other documents upon request.
9. Assure that all necessary supplies are kept on hand.
10. Will share time keeping duties.
11. Perform annual Inventory
12. Other related duties as assigned by the Director.

Requirements and Knowledge:

1. Will be cross-trained to assist when needed in accounts receivable, other data entry related duties as assigned by the Director or Field Supervisor.
2. Must have skills in operating computers and automated office systems.
3. Knowledge of business and office procedures, and book keeping procedures.
4. Must be willing to obtain additional training in related job duties.
5. Knowledge of Financial Management and Procurement systems.
6. Must be reliable and work without supervision.
7. Must be knowledgeable in computer programs. (i.e. Excel, Word and Quick books).

Qualifications:

1. Must have a High School Diploma or GED
2. Must have a valid Driver's License, as employee will drive program vehicles.
3. Must have two (2) years' work experience in office management or related field.

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 #18-024

Position: Outreach Worker (1)
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Special Education Services
(Birth to Five)
Location: Pine Ridge, So. Dak.
(Reservation wide)
Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

Under the supervisor of the Director, the Outreach Worker will be responsible for reservation-wide screening of children ages birth to five years old. Outreach Worker will work with other service providers on the Pine Ridge Reservation in the performance of the assigned duties. Primary duties will be in the areas of child find and screenings for children on the reservation ages birth to five years old. Outreach Worker will ensure training and/or certification is in compliance with performance standards. Written daily activity reports are a requirement in addition to other reports required by the program.

Specific Duties:

1. Perform child find and screening activities in designated areas on the reservation with other program personnel to include Early Head Start Centers and homes.
2. Visit each Head Start Center and all communities' reservation wide, in designated areas on a weekly basis for tracking purposes.
3. Work with a number of local agencies in setting up screening activities.
4. Maintain daily logs of all activities, as well as daily activity reports and submit to Director on a daily basis.
5. Do follow-up visits w/children and families as needed after they qualify and start receiving services from the program, check on them as directed, by the Coordinator, contracted staff, or Director, to ensure attendance, and that services are being carried out and met.
6. Will assist and take part in all parent training activities.
7. Incumbent will assist families and transport clients for specialized services to the designated sites as needed for services provided by the program or contracted staff.
8. Assist in setting and participating in screening activities, including health fairs and other promotional activities held throughout the reservation to create awareness of the program and child finds.
9. This is a full-time position not to exceed (8) hours per day, employment is contingent on funding. Hours are 8:00 am - 4:30 pm Monday – Friday
10. Immediate supervisor will be the Program Director.
11. Other duties as assigned by Program Director.

Requirements and Knowledge:

1. Must be willing to get certified to administer any screening used within the scope of the Special Education Program
2. Must be motivated to work with minimal supervision after initial instruction from the Director, and Coordinator.
3. Must have knowledge of Public Law 105-17, & Public Law 94-142.
4. Must have knowledge of Microsoft Word/Excel and have impeccable writing skills to prepare written statistical and narrative reports on progress and accomplishments.
5. Must have impeccable work ethics and be reliable and be able to relate to people in a positive manner, maintain confidentiality of clientele.
6. Must have knowledge of the cultural, social, and economic background of the population served.
7. Must have the ability to search out needed resources not readily available to meet needs.
8. Must possess a clean driving record.
9. Must submit to mandatory drug testing.
10. Position requires a mandatory background check and clearance before assuming duties.
11. Applicants continued employment is contingent on successful background investigation.

Qualifications:

1. Associate of Arts Degree in the education field **and** two (2) years' experience working with children **OR** Child Development Associate Certification (CDA) **and** two (2) years' work experience with children.
2. Possess a valid driver's license and be insurable

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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 #18-025

Position: Director
(Exempt)

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

Program: Tribal Employment Rights Office (TERO)

Location: Pine Ridge, SD

Closing Date: March 12, 2018

Opening Date: March 23, 2018

General Description of Duties:

The TERO Director will be responsible for administering and enforcing all Tribal and Federal employment laws as they relate to work on the Pine Ridge Indian Reservation. The Director will maintain the daily operations of the TERO office. The Director will work with district governments, Tribal Council Standing Committees, and Tribal Council on projects related to tribal membership need. The Director will be under the supervision of the OST Executive Director and will implement recommendations from the TERO Commission of the Oglala Sioux Tribe.

Specific Duties:

1. Develop and maintain a plan for dissemination of the certification register to all appropriate covered employees within all tribal, state, and federal agencies.
2. Enter into formal negotiations with representatives of TERO certified employees in an effort to resolve on a voluntary basis, any claim of noncompliance and if unable to negotiate a final resolution then it will be directed to the TERO Commission.
3. Review applications for Indian preference certification together with any and all supporting documentation; and conduct investigations as necessary.
4. Initiate proceedings before the TERO Commission for the purpose of suspending or revoking the Indian certification of a firm when circumstances warrant.
5. Seek out additional funding from alternative sources and pursue grant opportunities.
6. Supervise the TERO staff, Compliance Officer, work schedules and oversee program activities in accordance with TERO objectives.
7. Maintain cuff accounts, compliance reports, activity reports, and other performance data to measure productivity and objectives to address needs in declining areas.
8. Conduct on-site inspections at any time during the actual operation for the business of any covered employer for the purpose of monitoring compliance.
9. Implement departmental policies and procedures, goals and objectives, with concurrence from the TERO Commission and relevant standing committee of the Oglala Sioux Tribe.

10. Monitor construction sites to ensure that they are abiding by their submitted TERO compliance agreement and TERO pay scale.
11. Make reports to the OST Economic & Business Development Committee and Tribal Council as needed.
12. Submit monthly reports to the Executive Director
13. Perform other related duties as required by immediate supervisor.

Requirements and Knowledge:

- 1 Must have knowledge of TERO ordinance and Federal and Tribal Laws enforced by TERO.
- 2 Knowledge of establishing and maintaining cuff accounts.
- 3 Possess good communication skills, oral and written.
- 4 Possess supervisory/management skills.
- 5 Possess grant writing skills and grant implementation and management.
- 6 Knowledge of appropriate OMB Circulars other circulars pertinent to contract/grant.
- 7 Knowledge of PART (Performance Assessment Rating Tool) per OMB regulations, if applicable.
- 8 Knowledge of GPRA (Government Performance Rating Assessment) per OMB regulations, if applicable.
- 9 Possess knowledge of OST Management Systems and other pertinent Manuals relative to grant/contract.

Qualifications:

1. Must have a Bachelors' Degree in Business or related field **or** High School Diploma/GED with 10 years of work experience **and** six (6) years of construction experience.
2. Must have personal vehicle and **proof of personal vehicle Insurance.**
3. 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.

Vacancy Announcement #18-026

Position: Tribal Veteran's Service Officer
(Exempt)

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

Program: OST Veteran Affairs Office

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Tribal Veteran's Service Officer's work involves counseling and assisting military veterans and their dependents or survivors. The Tribal Veteran's Service Officer assists and advises claimants in their pursuit of benefits from the Veterans Administration and other agencies. Duties include studying and explaining State and Federal veteran's legislation, regulations and procedures; consulting with medical care providers about specific benefits to which veteran or their dependents may be entitled, preparing veterans benefit claims, and consulting with other government agencies to ensure that their clientele are receiving the maximum level of assistance and benefits to which they are entitled. The Tribal Veteran's Service Officer is under the direct supervision of the OST Executive Director.

Specific Duties:

1. Interview veterans and their dependents, review applicant's military social and medical history to gather accurate and pertinent information.
2. Assist claimants in the preparation of necessary forms for veteran's benefits such as pensions, insurance, education and hospitalization.
3. Correspond and consult with other Veterans Service Officers and other appropriate entities relative to background information which may materially affect the applicants benefit entitlements.
4. Consult with medical care providers concerning specific benefits to which veterans or their dependents may be entitled and assists the individuals in obtaining these benefits.
5. Advise claimants concerning other benefits to which they may be entitled, including social security, vocational rehabilitation and other forms of public assistance.
6. Maintain liaison with and delivers speeches to veteran's organizations and other interested groups to ensure public awareness of available benefits and assistance.
7. Provide Tribal representation at wakes and funerals if the deceased is a veteran.
8. Come to work a half hour earlier to be able to deal with agencies in the central time zone i.e. VA Regional Office, Sioux Falls.
9. Attend all meetings and conferences required to maintain certification as a Veteran Service Officer.

10. Manage the "Warriors Medal of Valor" making sure all eligible veterans receive the medal.
11. Perform other related work as necessary to ensure expedient delivery or benefits.
12. Will be required to submit for one grant opportunity annually.

Requirements and Knowledge:

1. Must have working knowledge of the benefits and services available to veteran's and their dependents and of State and Federal Laws and Regulations.
2. Must have knowledge of the principles and methods of interviewing.
3. Must have knowledge of available community resources and agencies, both public and private.
4. Must have the ability to establish and maintain effective working relationships with veterans and their dependents, community organizations and the general public.
5. Must have the ability to explain Federal and State veterans' legislation.
6. Must have the ability to operate standard office equipment such as typewriter, calculator, etc. in the preparation of forms, documents, reports and correspondence.
7. Must have the ability to express ideas clearly, in written or oral form.
8. Must be able to understand and speak the Lakota Language.

Qualifications:

1. Must be a veteran who has served in the Armed Forces of the United States. (Provide Document)

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**

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 #18-027

Position: Director
(Exempt)

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

Program: Victim Services

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Director will oversee the OST Victim Services Program by providing counseling and other assistance to victims of violent crimes. The Director will ensure all processes and procedures are followed in accordance with applicable federal and tribal laws regarding domestic violence. The Director will actively seek out additional funding resources for the program. The Director will ensure quality services are being provided and are readily available for victims of violent crimes. The Director shall be under the immediate supervision of the OST Executive Director.

Specific Duties:

1. Provide advocacy to victims of violent crimes utilizing program resources.
2. Organize victim groups and counseling sessions to address the needs of clients.
3. Actively research and submit proposals for grant opportunities
4. Submit necessary reports to funding agency as required.
5. Work in cooperation with the OST Tribal Courts, Attorney General's Office, and Department of Public Safety.
6. Maintain working relationships with state and other tribal program resources.
7. Actively inform the public about the program and its services through radio, print, and district visits.
8. Make reports to Tribal Standing Committee, Tribal Council, and other agencies as needed.
9. Supervise and develop schedules for all program staff.
10. Submit monthly reports to the Executive Director as required.

11. Other duties as assigned by the Executive Director.

Requirements and Knowledge:

1. Must possess experience in counseling.
2. Must possess skills in grant/proposal writing.
3. Must possess administrative and management skills.
4. Must adhere to rules of confidentiality.
5. Must possess knowledge of OST Management Systems and enforcement of systems.
6. Knowledge of OST Criminal Justice System and OST Criminal Code preferred.
7. Ability to manage budget and maintain program cuff accounts.
8. Must be willing to learn the Lakota Language and Culture.

Qualifications:

1. Bachelors' Degree in Human Services **required**. Masters' Degree in Lakota Leadership and Management is **preferred**.
2. Must possess a valid Driver's License.
3. Must have no felony convictions.
4. No misdemeanor convictions in the past three (3) 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)***

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.

RE-ADVERTISED

Vacancy Announcement #16-086

Position: Licensed Practical Nurse
(Non-exempt)
Salary: Grade Level 22/0
(\$32,084 per annum)
Program: Native Women's Health Care
Location: Rapid City, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description:

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

Specific Duties:

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

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

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.

RE-ADVERTISED

Vacancy Announcement #16-131

Position: Addiction Counselor
(Non-exempt)

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

Program: Anpetu Luta Otipi

Location: Pine Ridge & Kyle, So. Dak.

Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The Addiction Counselor is a behavioral health professional that can demonstrate proficient knowledge, skills, and abilities related to the twelve core functions of substance abuse counseling. The Addiction Counselor has successfully obtained certification (CAC) or a license (LAC) through the South Dakota Board of Addiction and Prevention Professionals (BAPP) and is expected to independently meet all requirements to maintain certification and/or licensing throughout the duration of employment. The Addiction Counselor administers counseling services among populations of both youth and adults residing on the Pine Ridge Reservation.

Specific Duties:

Administrative

- 1. File client data in accordance with program policies and procedures. Anpetu Luta Otipi (ALO) has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.
- 2. Document counseling services using ALO's data management system in a manner that is timely and accurate.
- 3. Complete required documentation for client admission, discharge, referral, and continued care.

Technical

- 1. Maintain familiarity with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
- 2. Utilize best and promising practice interventions to guide the facilitation of group and individual counseling sessions.
- 3. Utilize appropriate processes to screen and assess individuals for addiction and mental health issues.
- 4. Assist in the coordination of individualized behavioral health services that are deemed to be the most appropriate for the client.
- 5. Make regular progress on academic work required to maintain certification as demonstrated by documentation of successful course completion.

Other Client and Public Services

- 1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
- 2. Participate in weekly client staffings.
- 3. Prepare and deliver information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
- 4. Maintain the professional code of ethics described in Standards Manual of the South Dakota Board of Addiction and Prevention Professionals (BAPP).
- 5. Perform all other duties as assigned by the direct supervisor or program director.

Requirements and Knowledge:

- 1. Must have a minimum of two years continuous abstinence from alcohol and other drugs prior to hire and maintain sobriety throughout the duration of employment.
- 2. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
- 3. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
- 4. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
- 5. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
- 6. Must have strong written and verbal communication skills. The amount of writing required of Addiction Counselor Trainees is considered moderate to high.
- 7. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
- 8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
- 9. Must be able to respond to any client emergency during work/duty hours.
- 10. Must abide by Anpetu Luta Otipi program policies and procedures
- 11. Must take and pass a physical exam and TB skin test within the 90 day probation period after being hired.

Qualifications:

- 1. Must possess a Bachelor's Degree from an accredited institution of higher education. Social science (psychology/sociology), social work, and human service majors preferred however all four-year degrees will satisfy the requirement.
- 2. Must be a Certified Addiction Counselor (CAC), Licensed Addiction Counselor (LAC), or qualified mental health professional (QMHP) in the state of South Dakota.
- 3. **Must obtain two (2) letters of professional reference** that affirm: 1. Satisfactory work history; and 2. Satisfactory knowledge, skills, and abilities in behavioral health. (A professional reference should come from someone who has knowledge of your work history and can attest to the quality of your work.)
- 4. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
- 5. Must have no prior felony convictions in the last five years.
- 6. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)

How to Apply:

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

Notice:

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

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

RE-ADVERTISED

Vacancy Announcement #17-063

Position: Transit Driver (1)
(Part-time)

Salary: Grade 9/0 (CDL-C or B) (\$20,515)
Grade 15/0 (CDL-A) (\$25,218)

Program: Oglala Sioux Transit

Location: Pine Ridge, SD

Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The Transit Driver will be trained to operate buses and mini-buses/vans, implement duties pertinent to the position, observe and obey transportation regulations, and any other pertinent training related to the operation of a Transit system. The Transit Driver will operate gas or diesel buses, mini-buses or vans on routes for OST Transit Program. This position is classified as a Sensitive position and is subject to more stringent Drug Screening and Background Checks. **At the end of the 90 Day Probationary, if the Transit Driver with a CDL-C or B has taken and passed all training, the Transit Driver will be transferred to a Transit Driver Grade 15/Step 0.** The Transit Driver shall be under the direct supervision of the Transit Coordinator.

Specific Duties:

1. At start of shift, obtains route assignment, passenger log, pre and post inspection vehicle forms and transfer ticket packet.
2. Conducts a pre-inspection of bus/van to observe any visual defects and checks operating systems—brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers, and door-opening devices before starting trip.
3. Checks with dispatcher for operation of available communication system.
4. Reports to starting point of assigned route five minutes before scheduled departure time.
5. Picks up and discharges at Transit stops or stations, following prescribed company service route and safety rules. Announces stops. At end of route, checks bus/van interior for any forgotten personal items and removes any large waste items. Conducts a post-inspection of the bus/van upon completion of route.
6. Collects fares and prepares transfers for persons to go on other routes. Answers questions about fares, routes, and service.
7. Helps elderly or disabled persons to enter and exit the bus/van.

8. Reports emergency or imminent safety conditions to dispatcher via available communication system.
9. Completes passenger log at completion of shift, noting any safety items, customer complaints, or comments.
10. Complies with local and Tribal traffic regulations
11. Reports accidents immediately to dispatcher, requesting police or ambulance service as needed. Assists injured persons from first-aid kit until services arrive. Completes company accident report.
12. May be assigned to switch buses around bus yard or move buses in and out of maintenance line.
13. Random drug and alcohol testing per the Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S.DOT) as published in regulations 49 CFR Part 40, as amended and 655.
14. All other duties as assigned.

Requirements and Knowledge:

1. Friendly, customer-oriented personality.
2. Must be and remain alcohol and drug free. Candidates must pass a pre-employment drug screening.
3. Must have physical strength adequate to maneuver the bus/van and assist passengers.
4. Must be able to work independently, and must be willing to work shifts that vary from day to night and may operate seven days a week. Driving commuter runs may result in working split shifts.

Qualifications:

1. Must have a High School Diploma or GED Certificate.
2. Must have a valid Commercial Driver’s License with a Class C with **current Medical Certification.**

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.

RE-ADVERTISED

Vacancy Announcement #17-078

Position: Treatment Coordinator
(Non-exempt)
Salary: Grade Level 22/0
(\$32,084 per annum)
Program: Anpetu Luta Otipi
Location: Pine Ridge & Kyle, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Treatment Coordinator is a behavioral health professional that utilizes his/her technical knowledge, skills, and abilities to promote healthy lifestyle choices and freedom from harmful addictions. The Treatment Coordinator is responsible for utilizing **Anpetu Luta Otipi's** unique philosophical paradigm/theory of change to plan and implement a continuum of services aimed to curb the abuse of alcohol, commercial tobacco, and other drugs (ATOD's). The current services administered by the program include: prevention education; alcohol and drug screening and diagnostics; early intervention, outpatient treatment, residential treatment, and recovery support. The Treatment Coordinator develops and manages staffing schedules that meet programming needs and maximize public access to competent addiction services.

The Treatment Coordinator provides training, technical assistance, and supervision for team members in order to develop organization capacity within the 12 core counseling functions. The Treatment Coordinator must possess a firm understanding evidence-based practice and the contemporary behavioral health literature. The Treatment Coordinator will work with evaluation/epidemiology team to collect relevant evaluation data to determine the short and long term impacts of Anpetu Luta Otipi. While the majority of work will be related to providing direct services to clients, the Treatment Coordinator must develop a general understanding of public health strategies demonstrated to curb commercial tobacco, alcohol, and drug use at a population level. The Treatment Coordinator will be required to obtain certain licensing and must participate in continued on-going training in order to maintain employment.

Specific Duties:

Administrative

1. Supervise the filing of client data in accordance with program policies and procedures. Anpetu Luta Otipi (ALO) has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Supervise the documentation of addiction counseling services using ALO's data management system in a manner that is timely and accurate.

3. Supervise the completion of required documentation for client admission, discharge, referral, and continued care.
4. Manage staffing schedules in order to maintain consistent addiction treatment services.

Technical

1. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide the facilitation of group and individual counseling sessions.
3. Supervise client case management within outpatient and/or residential programs to ensure that each client entering a treatment program receives a healing plan, aftercare plan, and appropriate progress notation charting each client's success.
4. Ensure the utilization of appropriate processes to screen and assess individuals who are being considered for admission to ALO's addiction-related services or who are thought to have a substance abuse disorder.
5. Supervise the coordination of individualized addiction-related services that are deemed to be the most appropriate for each client.
6. Conduct weekly quality assurance reviews of client case files.
7. Make regular progress on academic work required for certification as demonstrated by documentation of successful course completion.

Other Client and Public Services

1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
2. Lead weekly "client staffings" where client case management concerns are discussed.
3. Prepare and deliver information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professional code of ethics described in Standards Manual of the South Dakota Board of Addiction and Prevention Professionals (BAPP).
5. Perform all other duties as assigned by the clinical director and program director.

Requirements and Knowledge:

1. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
2. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
3. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
4. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
5. Must have strong written and verbal communication skills. The amount of writing

required of Treatment Coordinator is considered moderate to high.

6. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
7. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
8. Must be able to respond to any client emergency during work/duty hours.
9. Must abide by Anpetu Luta Otipi program policies and procedures.
10. Must take and pass a physical exam and TB skin test.

Qualifications:

1. Must possess either: 1. A Bachelor's Degree in social work, human services, or other related behavioral health field and 5 years' work experience with the 12 core functions of addiction counseling; **or** 1. A High School Diploma/GED and 16 years' work experience with the 12 core functions of addiction counseling.
2. Must be a Licensed Addiction Counselor (LAC) **or** Certified Addiction Counselor (CAC) in good standing with the state of South Dakota Board of Addiction and Prevention Professionals.
3. Must obtain **two (2)** letters of professional reference that affirm: 1. Satisfactory work history; and 2. Satisfactory knowledge, skills, and abilities in the 12 core function. (A professional reference should come from someone who has knowledge of your work history and can attest to the quality of your work. The most appropriate reference letters would come from an individual that has provided clinical supervision.)
4. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.

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.

RE-ADVERTISED

Vacancy Announcement #17-111

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

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

Program: Emergency Youth Shelter

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

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

Specific Duties:

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

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.

RE-ADVERTISED

Vacancy Announcement #17-134

Position: Industrial Electrician

Salary: Grade Level 27/0
(\$38,106 Per Annum)

Program: OSRWSS Mni Wiconi Water

Location: Pierre/ Ft. Pierre, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Industrial Electrician will be responsible for providing electrical and electronic expertise and support to the staff of the OSRWSS Mni Wiconi Core Water Treatment Plant and Coreline program.

Duties and responsibilities primarily involve providing on site assistance to staff in the repair and maintenance of electronics and electrical controls encountered within a treatment plant and distribution system. Applicant will be required to work directly for and under the supervision of the program manager by assisting staff with the operation and maintenance of electrical systems and service issues that may arise, this requirement may require working with the local Rural Electrical Cooperatives.

Specific Duties:

1. Review electrical sections of plans and specifications of new and previously constructed facilities, inspection of contracted electrical work to ensure installation is completed as specified in contractual documents.
2. Provide general technical support to staff in the planning, procurement, setup and use of electrical equipment.
3. Install, repair and maintain electrical distribution systems, motors, variable frequency drives, motor control centers, programmable logic control systems and components, and other electrical equipment of a water treatment plant and booster stations.
4. Troubleshoot malfunction of electrical and pneumatic control components of motor control circuits and low (480 and below) voltage switchgear.
5. Install, maintain, calibrate, and repair a variety of electric and electronic measuring instruments, radio communications and equipment at the treatment plant and at remote pump station locations.
6. Maintain and repair Programmable Logic Controllers (PLC), flow meters, on-line water quality analyzers and controls to work with Supervisory control and Data Acquisition systems (SCADA), automated filter controls and associated equipment.
7. Repair, replace, and maintain recorders, transmitters, and transducers as necessary.

8. Advise superiors on equipment and instrumentation malfunctions and maintenance needs along with daily work project log;
 9. Assist SCADA Support Group as necessary;
 10. Requisition electrical equipment and supplies as required.
 11. Perform emergency repair services as needed; Responds to emergencies overnights, weekends and holidays.
 12. Maintain system electrical repair records; Attend staff and safety meetings;
 13. Wear and properly uses safety equipment including personal protective equipment, fall protection equipment, self-contained breathing apparatus, and gas detection equipment.
 14. Perform all work duties and activities in accordance with Tribal policies, procedures and safety practices; Attend work at the designated project/ work site promptly.
 15. Support continuous process improvement initiatives;
 16. Perform other job duties and related work as required.
9. Must have knowledge of equipment found at a water treatment plant, booster stations, pumping plants. This equipment includes motors, wiring, motor control panels, ventilating equipment, metering pumps, lighting and process analyzers.
 10. Must process a high level of mechanical ability.
 11. Must have a thorough knowledge of applicable safety procedures and standards.
 12. Must have the ability to learn and operate a variety of computer software programs related to electronics and electrical maintenance activities.
 13. Must be able to communicate with a wide variety of people from various disciplines to assist with the implementation of operations and maintenance programs.
 14. Must respond to changing priorities by adjusting personal schedules.
 15. Must be able to complete complicated assignments with minimal supervision.
 16. Must comply with all Tribal regulations concerning employment.

Requirements and Knowledge:

1. Work requires considerable physical exertion such as climbing ladders and steep stairs carrying test equipment that can weigh as much as 75 pounds, standing or crouching for long periods of time.
2. Job duties require extensive travel and outdoor work in temperature ranging from -20° to 110° F. The nature of the work requires it to be performed around electrical equipment and moving mechanical equipment.
3. Must have knowledge of electronics and electrical principles, mathematical formulas and equations, digital and analog circuit theory, time and frequency relationships.
4. Must have knowledge of control systems and data collection operations and the ability to interpret applicable schematics, wiring diagrams and symbolic charts.
5. Must obtain knowledge of troubleshooting techniques and repair methods for SCADA and electronic control systems that are used to control a water treatment plant process, system components and pumping stations.
6. Must have knowledge of equipment including solid state motor controllers, programmable logic controllers, transducers and instrumentation, communication equipment including buried cable, radios and modems, signal amplifiers, switching devices, signal interface, data converters, central processing units, memory and associated peripherals and electrical systems protective devices, fiber optic equipment and related test equipment.
7. Must have skills in the operation of a wide range of electronics test equipment.
8. Must have knowledge of procurement procedures and commercial sources in order to locate and properly describe by requisition the necessary components to maintain a spare parts inventory.

Qualifications:

1. Must have a High School Diploma or GED.
2. A minimum of ten years' experience as an industrial electrician with experience in electrical control systems.
3. Must possess and maintain a current valid Journeyman license issued by the State of South Dakota.
4. Possession of a valid State of South Dakota 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.

RE-ADVERTISED

Vacancy Announcement #17-139

Position: Maintenance/Laborer (1)
(Non-exempt)

Salary: Grade Level 12/0
(\$22,745 per annum)

Program: Property & Supply Department
Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Maintenance/Laborer will perform a variety of duties of a general nature, principally in the carpentry, plumbing and painting trades. Assignments require more than a rudimentary but less than journeyman skills and knowledge of the trades involved. The Supervisor assigns work either verbally or through work orders and as required, provide sketches, installation procedures or other instructional material. The Maintenance/Laborer selects tools, decides on methods and techniques to use, selects materials described in the specifications (or obtains permission to make a substitution if specified material is not available) and carries out assignment which may be spot checked during progress. The supervisor provides advice on unusual problems and checks completed work. The Maintenance/Laborer may be occasionally required to wear protective equipment and clothing and is frequently exposed to cuts and bruises and may be exposed to the physical injuries when working from scaffoldings, ladders, etc. The Maintenance/Laborer is under the direct supervision of the Repair & Maintenance Supervisor.

Specific Duties:

1. Perform a variety of carpentry duties involving measuring, cutting, construction, and/or repairing wood or wood products and substitutes, including scaffolds, staging, panels, bins, pallets, dry wall, sheathing and roof decking where fit and accuracy will produce an acceptable, serviceable, end product.
2. Apply standard measurements and follow a specification, which are usually clear and specific or uses templates, precut items, or similar devices and/or materials.
3. Perform plumbing installations and repairs that can be completed by removing, cleaning, packing, sealing defective or damages parts of utility, supply and disposal systems including but not limited to dirty traps, sections of broken or damaged pipe and leaky drains.
4. Clean tools and equipment used in all trades work with appropriate cleaning materials or solvents; apply preservatives to prevent deterioration of tools or equipment due to rust corrosion or other adverse conditions.
5. Oversee and/or personally clean area worked and restore to good order.
6. Maybe be required to assist other facility management workers and trades helper when necessary to perform the entire tasks of the other tradesman.
7. Operate a tribal government owned or leased vehicle as an incidental duty.
8. Perform other duties as assigned by immediate supervisor.

Requirements and Knowledge:

1. Must have thorough knowledge sufficient to plan and measure materials according to given requirements and dimensions; skills in using carpentry tools such as tapes, rules, squares, and other measurements tools; skill in the use of shop tools, i.e., hammers,

- handsaws, planes, screwdrivers, power-saws, power-planers, shapers and table saws.
2. Must have knowledge of standard plumbing methods and techniques, i.e., knowledge of how to measure, cut bend and thread pipe and tile; how to join, caulk and seal elbow, union joints, tile or PVC pipe, faucets and shower drains.
3. Must have skills sufficient to remove, clean reinstall or replace joints and fixtures such as traps, faucets and unions.
4. Must have skill to hook up water heaters and disposal units to installed systems and skill to replace sections of pipe and tile by following previously used routes, levels and hangers.
5. Must be skilled in the use of tools and equipment such as tapes, hacksaws, torches, hand and power threaders and cutters, packing and caulking iron and pipe wrenches.
6. Must have knowledge of painting trade practices sufficient to use accepted surface preparation and coating methods and techniques such as how to remove scale, rust, dirt and old coating materials in preparation of surfaces and how to apply coating materials in preparation of surfaces and how to apply coating materials to ensure surfaces are free from skips, runs and drips.
7. Must be skilled in stripping, sanding, scraping, brushing, spackling and puttying; must be skilled to brush out, roll on and spray coating materials and to use cutting-in and dip and overflow methods and techniques
8. Must have knowledge of shop arithmetic to add, subtract, multiply and divide and work with fractions.
9. Must be knowledgeable of safety procedures and practices applicable to each of the trades involved.
10. Must be knowledgeable of applicable building codes.
11. Must be able to read instruction and follow directions.
12. Must be able to perform duties utilizing platforms, ladders and scaffolding.
13. Must be able to work in situations requiring working indoors and outdoors in adverse weather conditions and in tiring and uncomfortable positions.
14. Must be able to work in situation where there is dirt, fumes, dust and grease.
15. Must be able to frequently lift parts, assemblies and equipment weighing up to 40 lbs. and occasionally lifting and carrying items weighing 50 lbs. or more.

Qualifications:

1. Must have a High School Diploma or GED certificate.
2. Two (2) years' experience in related field
3. Valid Driver's License required

How to Apply:

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

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.

RE-ADVERTISED

Vacancy Announcement #17-140

Position: Court Clerk
(Non-Exempt)

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

Program: Oglala Sioux Tribal Court

Location: Kyle & Pine Ridge, So.Dak.

Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The Court Clerk's primary job is the preparation and maintenance of all court case files within the following docket areas: Criminal, Traffic, Civil, Youth and Family Court. This position is under the direct supervision of the Court Administrator and the Chief Judge.

Specific Duties:

1. Maintain the records of all court proceedings, to include identification of the title and nature of the case, the names of the parties, the substance of the complaint, the names, and addresses of all witnesses, the date of hearings and trials, all court and jury rulings, findings, order and judgments and any other facts of circumstances designated by the judge of the courts or deemed of importance by the Clerk of Courts.
2. Maintain all pleadings, documents and other materials filed with the Courts.
3. Maintain all evidentiary materials, transcripts and records of testimony filed with the Court.
4. Responsible for operating court recording equipment; microphones, camera and backup of such equipment.
5. Responsible for taking detailed and complete notes of the court's proceedings.
6. Prepare and serve notices, summons, subpoenas, and warrants.
7. Assist parties in the guidance of drafting and execution of complaints, petitions, answers, motions and other pleadings and documents for Court proceedings, however, shall not give advice on questions of law, nor appear or act on behalf of any other person in any court proceeding.
8. Administer oaths and witnessing execution of documents.
9. Maintain supply of "Self-Help" blank forms to be supplied by the Court and stock kiosk.
10. Provide copies of documents in court files to other person upon request and upon receipt of a charge therefore to be prescribed by the Chief Judge to cover the cost of such service.
11. Provide security for files, documents and materials filed with or in the custody of the courts and insuring that they are not removed from the offices of the Clerks and the courts upon the specific instructions of the judges of the courts.
12. Maintain court confidentiality and proper decorum of the court.
13. Train and be willing to use of court management software.
14. Work closely with the Chief Judge to schedule court docket.
15. Collect and account for fines taken into the custody of the court.
16. Demonstrate the potential ability to perform duties in other departments.
17. Establish priorities in completing daily assignments in a timely and accurate manner.
18. Other related duties as assigned by the Court Administrator and/or Chief Judge.

Requirements and Knowledge:

1. Must be willing to learn within ninety (90) days court procedures including the Tribal Code and other applicable laws.
2. Must have the ability to compile and maintain accurate records and maintain confidentiality of information.
3. Must be able to establish priorities in completing daily assignments and to work independently.
4. Must have the ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
5. Must have the ability to deal with the public and staff in a positive and objective manner.
6. Must demonstrate excellent written and verbal communication skills.
7. Individual must be able to pass a criminal background investigation.
8. Must be able to pass a drug test
9. Must be computer literate with knowledge of Microsoft Office.
10. Must be willing and able to attend local and out-of-state training.
11. Must become familiar with and adhere to Code of Ethics for Court personnel within ninety (90) days.
12. May be required to work beyond regular business hours.
13. Must be willing to become familiar with court management software within ninety (90) days of employment.
14. Must have excellent customer service skills in person and on the telephone.

Qualifications:

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

How to Apply:

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 date 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.

RE-ADVERTISED

Vacancy Announcement #17-145

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

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

Program: Oglala Sioux Tribal Court

Location: Kyle, So. Dak.

Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

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 date 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.

RE-ADVERTISED

Vacancy Announcement #17-146

Position: Administrative Assistant
(Non-Exempt)

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

Program: Tribal Court
Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The Administrative Assistant will be responsible for the daily administrative functions of the Tribal Court. The Administrative Assistant will perform routine daily duties to ensure the efficiency of the Tribal Court and will assist the Court Administrator in completing daily tasks and assignments. The Administrative Assistant will be under the supervision of the Tribal Court Administrator.

Specific Duties:

1. Ensure the administrative function of the Tribal Court office by completing all routine assignments.
2. Answer phones and direct calls to the appropriate staff as needed.
3. Prepare all correspondence, reports, requisitions, travel authorizations and reports, time sheets, and all other documentation for the court staff
4. Will assist as needed, the clerks in maintaining files.
5. Be custodian of information for all documentation submitted to and approved by the Court Administrator.
6. Manage vendor list for the financial year
7. Maintain electronic and hard copy filing system; open, sort and distribute incoming correspondence
8. Manage inventory of assets and supplies, sourcing for suppliers (vendors) and submitting invoices
9. Send out and receive mail and packages
10. Coordinate and operate components of the court in resolving day-to-day administrative and operational problems
11. Perform other related duties as assigned by the Court Administrator.

Requirements and Knowledge:

1. Possess excellent interpersonal communication skills – able to communicate effectively and professionally with public and professional associates

2. Possess exceptional organizational skills with experience in handling large number of documents or case load.
3. Possess strong research skills with keen attention to detail
4. Have proficient Microsoft Office and strong computer search skills
5. Must be prompt, dependable and adhere to all internal policies of the Tribal Court
6. Must strictly adhere to the confidentiality of the Tribal Court
7. Be strong- minded with ability to perform assigned duties objectively at all times
8. Maintain professional appearance at all times
9. Be proactive, diligent and strong work ethic with impeccable integrity and commitment to support the Oglala Sioux Tribe initiatives
10. Will have knowledge of current office practices, procedures, and equipment.

Qualifications:

1. Must have an Associate of Arts Degree or High School Diploma/GED with four (4) years of secretarial/assistant experience.
2. Must have no prior felony convictions.
3. No misdemeanor convictions in the past five years, excluding minor traffic violations
4. Must have a valid driver's license and be fully insurable.

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.

RE-ADVERTISED

Vacancy Announcement #17-149

Position: District Service Center Manager (2)
(Non-exempt)

Salary: Grade Level 13/0
(\$23,541 per annum)

Program: OST Administration

Location: **Pass Creek District CAP**
Porcupine District CAP

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

The District Service Center Manager will be responsible for the overall operation of the District Service Center and will report directly, to the Executive Director.

Specific Duties:

1. Responsible for the general operation of the District Service Center building.
2. Responsible for time and attendance records of all District Service Center staff including the Elderly Site Manager.
3. Responsible in assuring that the District Service Center operates in a safe and efficient manner.
4. Responsible for enforcement of OST Ordinances and Resolutions and District policies for District Service Center staff.
5. Responsible for overall supervision for other program employees assigned to the District Service Center.
6. Disseminate information to the general public about available programs, including data pertaining to enrollment or participation in the programs.
7. Work with district members and tribal, state and federal programs to determine whether services from these programs are being utilized to the optimum level.
8. Responsible for vehicles assigned to the District.

9. Approval requisitions for supplies for the District Service Center.
10. Willing to collaborate with other entities.
11. All other related duties as assigned by the Supervisor.

Requirements and Knowledge:

1. Must possess supervisory and management skills.
2. Attend all district and community meetings.
3. Knowledge of Lakota Culture, Lakota Speaker preferred.
4. Must possess public relations skills.

Qualifications:

1. Must have an A. A. in Business Administration **or** a High School/GED with eight (8) years' experience in a related field.
2. Must possess 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.

RE-ADVERTISED

Vacancy Announcement #17-152

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

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

Program: OST Administration

Location: **Medicine Root District CAP**

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

1. Must have a High School Diploma **or** GED with one (1) year of experience in basic accounting practices and budgeting.
2. Qualified District members will be given priority in the selection. Proof of residency may be required.

How to Apply:

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

Notice:

"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.

RE-ADVERTISED

Vacancy Announcement #17-162

Position: Third Party Billing Clerk
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365) per annum
Program: Health Administration
Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018
Closing Date: March 23, 2018

General Description of Duties:

The Third-Party Billing Clerk plays a vital role in connection between health care providers, patients and insurance companies. The incumbent will be responsible for reading patients charts to determine medical history, including diagnosis and treatments given. Transcribe patient history utilizing the established medical codes for use by health care providers and insurance companies. The Third-Party Billing Clerk reports to the Health Administrator.

Specific Duties:

1. Accurately and timely prepare and submit patient claims to third party payers, intermediaries, and responsible parties.
2. Respond to third party requirements on post-payment reviews, exclusions, denials and appeals.
3. Respond to ad hoc request by advising and defining requirements necessary to provide the information needed.
4. Performs qualitative and quantitative analysis by reviewing the medical record/document to ensure it contains proper documentation in accordance with regulations.
5. Searches and reviews individual patient health record(s) to gather and compile information.
6. Determine the correct codes for patient records.
7. Use correct codes to bill insurance providers and responsible parties.
8. Interact with physicians and other medical providers to ensure accuracy of medical treatment provided.
9. Keep track of patient data for every medical service received.
10. Manage detailed, specifically-coded information.
11. Maintain strict patient confidentiality and information security.
12. Maintain data and compile required reports relating to services provided, revenue reports and other reports.
13. Supervises the Billing Clerk to ensure those duties are performed at a minimum acceptable performance.
14. Other special projects or other duties as assigned by the Director.

Requirements and Knowledge:

1. Must have knowledge of computer hardware and software; as well as possess excellent problem-solving skills with computers.
2. Preferred experience in searching and retrieving individual patient health records to gather and compile information for billing for outpatient services, but not required.
3. Preferred experience in reviewing medical records of individual patient's condition and diagnoses to generate indicators of health status and health statistics from the ICD-CM coding volumes and CPT coding system, but not required.

4. Preferred experience in monitoring inpatient daily census on a concurrent basis, but not required.
5. Performs daily inpatient interview to obtain specific demographic and insurance information in a diplomatic and confidential manner
6. Preferred experience in preparing monthly, quarterly, and annual reconciliation and recapitulation of third party billing to assure that collections, billed data, and the computerized and manual reports are in balance, but not required.
7. Preferred experience in applying the Alternate Resources regulations; Experience with the total program, operation, priorities and goals of the Alternate Resources Program, but not required.
8. Preferred experience in performing audits and reviews to ensure documentation and accountability on all health insurance claims submitted for payment by conducting random sample reviews, but not required.
9. Be highly organized and able to multi-task in a demanding office environment.
10. Must be able to maintain strict confidentiality.
11. Must be able to travel for training on medical coding and billing.
12. Must have no prior felony convictions.
13. Must have good interpersonal skills and communicate well, both verbally and in writing.
14. Must be able to gain knowledge of HIPAA rules and regulations surrounding patients.
15. Indian preference is granted with Oglala Sioux Tribal membership given preference over other enrolled Indians.

Qualifications:

1. Must possess a minimum of a High School degree or General Equivalency Development (GED) certificate required.
2. A minimum of 2 years' experience in developing databases and computer proficiency
3. Minimum of 6 months experience in Third Party Billing.
4. Must have a valid operator driver's license and be insurable under the Oglala Sioux Tribe's vehicle insurance plan.

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.

RE-ADVERTISED

Vacancy Announcement #17-165

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

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

Program: Solid Waste Management

Location: Pine Ridge, So. Dak.

Opening Date: March 12, 2018

Closing Date: March 23, 2018

General Description of Duties:

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

Specific Duties:

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

7. Shall assist in Public Education and Outreach in Solid Waste Management and Environmental issues.
8. Other duties as assigned by Director

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

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.