



Oglala Sioux Tribe
 HUMAN RESOURCES
 P.O. Box 439
 Pine Ridge, South Dakota 57770
 (605) 867-6014 * Fax (605) 867-1922



Please Post Please Post Please Post

The following Vacancy Announcements are now open for Application(s) with the OST Human Resource Department. For further information please contact the OST Human Resource Department at (605) 867-6014 or 867-6015. OST Applications can be downloaded at our website at www.oglalalakotanation.info.

Opening Date: February 18, 2020

Closing Date: March 2, 2020

20-008	District Service Center Manager	Administration	Reservation Wide
20-009	District Administrative Assistant	Administration	Reservation Wide
20-010	District Office Manager	Administration	Wounded Knee CAP
20-011	District Service Maintenance/Janitor	Administration	Reservation Wide
20-012	Addiction Counselor (2)	Anpetu Luta Otipi	Pine Ridge So. Dak.
20-013	Addiction Counselor Trainee (2)	Anpetu Luta Otipi	Pine Ridge So. Dak.
20-014	Administrative Assistant	Anpetu Luta Otipi	Pine Ridge So. Dak.
20-015	Maintenance/GroundsKeeper	Anpetu Luta Otipi	Pine Ridge So. Dak.
20-016	Community Health Representative	CHR Program	Pine Ridge So. Dak.
20-017	Receptionist	CHR Program	Pine Ridge So. Dak.
20-018	Lead Correctional Officer	Department of Corrections/AOF	Pine Ridge, So. Dak.
20-019	Residential Care Provider	Emergency Youth Shelter	Pine Ridge, So. Dak.
20-020	Records Management Technician	Higher Education Grant Program	Pine Ridge, So. Dak.
20-021	Coreline Operator	OSRWSS Coreline	Murdo/Ft. Pierre, So. Dakota
20-022	Sex Offender Compliance Officer (2)	Public Safety	Pine Ridge, So. Dak.
20-023	Domestic Violence Shelter Coordinator	Victim Services	Kyle, So. Dak.
20-024	Shelter Advocate	Victim Services	Kyle, So. Dak.
20-025	Administrative/Intake Clerk	WIOA	Pine Ridge, So. Dak.

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 #20-008

Position: District Service Center Manager
(Non-exempt)

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

Program: OST Administration

Location: **Oglala CAP**
Pine Ridge CAP

Opening Date: February 18, 2020

Closing Date: March 2, 2020

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 District Service Center Supervisor.

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 of requisitions for supplies for the District Service Center.

10. Be 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:

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Vacancy Announcement #20-009

Position: District Administrative Assistant
(Non-exempt)

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

Program: OST Administration

Location: **Pine Ridge CAP**
Porcupine CAP

Opening Date: February 18, 2020

Closing Date: March 2, 2020

General Description of Duties:

The Administrative Assistant will work with District Service Center staff workers in providing support for federally funded programs that provide direct services to youth, elderly and the general public. The Administrative Assistant will work under the direct supervision of the District Service Center Manager.

Specific Duties:

1. Provide direct assistance in operating or monitoring programs when the current program funding level does not provide adequate staffing to assure successful participation in the program. Programs to be emphasized are those for the elderly and youth.
2. Maintain filing system with information pertaining to information disseminated and enrollment and participation data.
3. Contact tribal programs for the purpose of obtaining program related information.
4. Provide assistance to district elected officials.
5. Serve as intake for all requests and applications from district members.
6. All other related duties as assigned by the Supervisor.

Requirements and Knowledge:

1. Must be willing to undergo computer training.

2. Must have knowledge of office procedures and equipment.
3. Must be able to coordinate workshops and meetings with youth, elderly, and the general public.
4. Must be able to understand and follow verbal and written instructions.
5. Must have good public speaking abilities.
6. Attend all district meetings.
7. Must be able to work with youth and elderly clients and must display a professional manner at all times.

Qualifications:

1. Must have a GED certificate or high school diploma.
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)**

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Vacancy Announcement #20-010

Position: District Office Manager
(Non-exempt)

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

Program: OST Administration

Location: **Wounded Knee CAP**

Opening Date: February 18, 2020

Closing Date: March 2, 2020

General Description of Duties:

The District Office Manager is responsible for the completion of clerical, secretarial, and office support for the District Service Center to ensure the efficient operation of district government. The District Office Manager is under the direct supervision of the District Service Center Manager.

Specific Duties:

1. Prepare letters, other articles of communication (i.e., faxes, e-mail, telephone, etc.), reports and documents for personnel as required.
2. Serve as the primary back up to the district Data Clerk in the processing of transactions through the automated accounting system.
3. Greet the general public and provide technical assistance in describing available program services and answer questions regarding district policies, procedures, and general questions.
4. Work with the Data Clerk in standardizing statistical reports for use by district members.
5. Coordinate district program activities and disseminate information about program functions and goals to assure maximum awareness of available programs.
6. Maintain all district records and files in a secure location.
7. Establish and monitor external control of financial documents.
8. Receipt all revenues obtained by the district.
9. Maintain statistical data on enrollment and population characteristics and other information, such data stored in the

automated system as part of a statistical base.

10. Maintain the Title 19 Medical Transportation Reimbursement Program.

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 possess public relation skills.

Qualifications:

1. Must have an A.A. in Business or Accounting or related field or a High School Diploma/GED with four (4) years of related experience.
2. Must have two (2) years secretarial experience.
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)**

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Vacancy Announcement #20-011

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

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

Program: OST Administration

Location: **Pine Ridge CAP**
Wounded Knee CAP

Opening Date: February 18, 2020

Closing Date: March 2, 2020

General Description of Duties:

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

Specific Duties:

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

5. Perform laborer duties as required by the District Service Center.
6. Perform other duties related as requested by the District Service Center Manager.
7. Maintain grounds keeping and landscaping duties.
8. Responsible for all district service center equipment and tools.
9. All other related duties as assigned by the supervisor.

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

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

Notice:

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Vacancy Announcement #20-012

Position: Addiction Counselor (2)
(Non-exempt)
Salary: Grade Level 33/0
(\$46,841 per annum)
Program: Anpetu Luta Otipi
Location: Pine Ridge, So. Dakota
Opening Date: February 18, 2020
Closing Date: March 2, 2020

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 staffing.
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 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 Addiction Counselor Trainees 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.

Qualifications:

1. Bachelor's Degree in social science (psychology/sociology), social work, and human service majors **preferred**. Bachelor's Degree **required**.
2. Certified Addiction Counselor (CAC), Licensed Addiction Counselor (LAC), or qualified mental health professional (QMHP) from any state or tribal credentialing body **preferred**. If not current certified or licensed must obtain within six months from the date of hire.
3. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
4. Must have no prior felony convictions in the last five years.
5. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)

How to Apply:

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

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Vacancy Announcement #20-013

Position: Addiction Counselor Trainee (2)
(Non-exempt)
Salary: Grade Level 16/0
(\$26,100 per annum)
Program: Anpetu Luta Otipi
Location: Pine Ridge, So. Dakota
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

The Addiction Counselor Trainee (Level I) is a behavioral health paraprofessional that has committed himself/herself to developing specific knowledge, skills, and abilities related to the twelve core functions of substance abuse counseling. The Addiction Counselor Trainee assists in the administration of counseling services among populations of both youth and adults residing on the Pine Ridge Reservation. The Addiction Counselor Trainee is supervised by a Licensed Addiction Counselor (LAC) or a Certified Addition Counselor (CAC) and is required to apply for formal "Trainee" status after the successful completion of the probation period. The Addiction Counselor Trainee status is for a period no longer than two years after which time the Addiction Counselor Trainee agrees to obtain state certification.

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 addiction 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. 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. Manage an assigned client caseload where the Addiction Counselor Trainee serves as a guide through the treatment and recovery process while using a healing plan, aftercare plan, and progress notes to chart each client's success.
4. Utilize 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. Assist in the coordination of individualized addiction-related services that are deemed to be the most appropriate for the client.
6. 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. 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 obtain, within five years from the date of hire, state certification in addiction counseling.
2. Must be able to demonstrate previous experience and cultural competency in working with American Indian clients.
3. Must participate in all required staff development training.
4. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
5. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
6. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
7. Must be able to respond to any client emergency during work/duty hours.
8. Must abide by Anpetu Luta Otipi program policies and procedures.
9. Must take and pass a physical exam and TB skin test.
10. Must obtain Basic First Aid training within 6 months of hire.

Qualifications:

1. Must possess at a minimum, a high school diploma or GED certificate. Bachelor's Degree in human service, social work, behavioral science, or related field **preferred**.
2. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
3. Must have no prior felony convictions in the last five years.
4. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)

How to Apply:

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

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Vacancy Announcement #20-014

Position: Administrative Assistant
(Non-exempt)
Salary: Grade Level 15/0
(\$25,218 per annum)
Program: Anpetu Luta Otipi
Location: Pine Ridge, So. Dak.
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

Administrative Assistant duties and responsibilities include providing administrative support to ensure efficient operation of Anpetu Luta Otipi (ALO) and its various departments. The Administrative Assistant supports managers and employees through a variety of tasks related to organization and communication. Responsible for processing confidential and time sensitive material. The Administrative Assistance must quickly become familiar with policies and protocols of Anpetu Luta Otipi and the Oglala Sioux Tribe. The Administrative Assistant directs the work of others and relies on experience and judgment to accomplish goals. A wide degree of creativity and self-direction is expected. This position is supervised by the Program Director and/or the Operational Support Manager.

Specific Duties:

1. Assists the Director and Department leadership with several aspects of grant/contract management. Ensures grant/contract records are properly organized. Provides alerts for project deadlines. Participates in program planning.
2. Assists with the management of the agency's procurement system. Processes quotes and invoices for requires services. Prepares requisitions and vouchers in a timely manner.
3. Utilizes QuickBooks to manage agency cuff accounts. Communicates with the OST accountants and contracts office to ensure accuracy of ALO finical records.
4. Manage the travel of ALO staff members. Ensure that TA's are supported with adequate documentation and that travel arrangements are adequate and appropriate for the intended purpose of the trip.
5. Manage an electronic inventory of program supplies and takes the lead on ordering more supplies as needed.
6. Responsible for arranging the logistics for meetings and conferences on and off-site. Will assist with meeting activities (I.E. recording and preparing minutes).
7. Process staff timesheets in accordance with OST and ALO policy.
8. File client data in accordance with program policies and procedures. ALO has very specific procedures for filing client electronic and hardcopy records which must be adhered to consistently.

9. Assist with the entry of client and other program related data, which includes but is not limited to registration forms, assessments, outcome data, and group logs.
10. Assists in the preparation of program educational, promotional, and public relations materials for regularly scheduled activities and special events.
11. Attends all in-service training, staff meetings, and other training as assigned.

Requirements and Knowledge:

1. Must have functional knowledge of Microsoft Office Word and Excel.
2. Must demonstrate competence working with members of the Oglala Sioux Tribe.
3. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
4. Must be assertive and use good judgment when involved in situations that are potentially emotionally intense.
5. Must abide by the Anpetu Luta Otipi Policies and Procedures.
6. Must be patient, positive, and friendly to clients, the public, and co-workers.

Qualifications:

1. Must have a minimum of a High School or GED certificate.
2. Must have two (2) years of previous office experience.
3. Must have a valid driver's license and be insurable under the OST Motor Vehicle insurance policy.
4. Must have no prior felony convictions in the last five years.
5. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)

How to Apply:

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

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Vacancy Announcement #20-015

Position: Maintenance Worker/Grounds Keeper
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365.00 per annum)
Program: Anpetu Luta Otipi
Location: Pine Ridge, So. Dakota

Opening Date: February 18, 2020

Closing Date: March 2, 2020

General Description of Duties:

Anpetu Luta Otipi (ALO) is a comprehensive alcohol and substance abuse prevention and treatment program, which serves the Pine Ridge Reservation. ALO maintains two campuses and several counseling centers across the reservation. The Facilities Maintenance Worker and Grounds Keeper works with the Maintenance Supervisor to maintain all facilities.

Specific Duties:

1. Perform maintenance and janitorial duties in accordance with ALO's work order policy and daily schedule.
2. Perform minor heating, plumbing, carpentry, and electrical related tasks as assigned.
3. Ensure all facility campuses, sidewalks, and parking lots are appropriately maintained, which includes but is not limited to lawn mowing, minor landscaping, snow and ice removal.
4. Perform preventive maintenance tasks on all required equipment.
5. Transport supplies and equipment to and from designated program offices.
6. Utilize appropriate cleaning agents and sterilization process in order to clean surfaces. Will come in contact with strong cleaning agents and slippery surfaces.
7. Maintain inventory on all program equipment and supplies.
8. Move furniture, desks, and other equipment which involves heavy lifting, pushing, pulling and carrying from one area to another.
9. Maintain Daily Activity Log and submit monthly reports of job activities.
10. Maintain Government vehicles and Government vehicle log.
11. Respond to facility emergencies in the evenings, nights, and weekends. Assist with the Oglala Sioux Tribe's emergency response to natural disaster and/or emergent crisis.
12. Occasionally transport clients to and from external inpatient treatment facilities.
13. Attend staff meetings and training as assigned.

Requirements and Knowledge:

1. Must maintain alcohol and drug abstinence throughout duration of employment.
2. Must be able to perform physical labor.
3. Must have basic knowledge of carpentry, plumbing, and electrical engineering.
4. Must participate in all required staff development training.
5. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
6. Must be assertive and use good judgment.
7. Must be able to respond to an emergency within the facility after working hours and on weekends.
8. Must abide by Anpetu Luta Otipi program policies and procedures.
9. Must take and pass a physical exam and TB skin test.
10. Must obtain Basic First Aid training within 6 months of hire.

Qualifications:

1. Must have obtained a High School diploma or GED certificate.
2. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
3. Must have no prior felony convictions in the last five years.
4. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)

How to Apply:

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Vacancy Announcement #20-016

Position: Community Health Representative (Non-exempt)

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

Program: Community Health Representative

Location: Pine Ridge, So. Dak.

Opening Date: February 18, 2020

Closing Date: March 2, 2020

General Description of Duties:

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

Specific Duties:

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

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

Requirements and Knowledge:

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

Qualifications:

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

How to Apply:

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

Notice:

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

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Vacancy Announcement #20-017

Position: Receptionist
(Non-exempt)

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

Program: CHR Program

Location: Pine Ridge, So. Dak.

Opening Date: February 18, 2020

Closing Date: March 2, 2020

General Description of Duties:

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

Specific Duties:

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

Requirements and Knowledge:

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

Community Health Representative training course, Cardio-Pulmonary Resuscitation (CPR), First Aid, Vital Sign Certifications, Blood Glucose Monitoring Certification, Defensive Driving Course, and attend in-service training sessions and health workshops relevant to the Community Health Representative Scope of Work.

Qualifications:

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

How to Apply:

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

Notice:

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

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Vacancy Announcement #20-018

Position: Lead Correctional Officer
(Non-exempt)

Salary: Grade Level 30/0 – 33/0
(\$42,248 - \$46,841 per annum)

Program: Department of Corrections/
Adult Offenders Facility

Location: Pine Ridge, So. Dak.

Opening Date: February 18, 2020

Closing Date: March 2, 2020

General Description of Duties:

The primary function of this position is to provide Lead Correctional Officer functions. Incumbent will furnish guidance to correctional officers during duty hours regarding policy and procedures, overall adult and juvenile operation, inmate management and safety and security issues.

Specific Duties:

1. As a supervisor, incumbent is responsible to the Facility Administrator in assuring that work assignments of Correctional Officers are carried out by distributing the workload among employees in accordance with established Standard Operating Procedures.
2. Reviews the status priorities, instructs employees on specific tasks and job techniques, makes available written instructions, gives on the job training to new employees in accordance to established procedures and practices.
3. Governs the facility regarding correctional operation, crisis situations, and public on facility grounds or in the facility, oversight of staff, movement, food service, and perimeter security.
4. Approves employee annual, sick and emergency leaves, resolves informal complaints.
5. Reports to the Facility Administrator the performance, progress and training needs of employees, obtains assistance from the Facility Administrator on problems that may arise.
6. As a supervisor, incumbent governs and is able to perform and complete a wide range of Correctional Officer's duties and able to make good sound correctional decisions.
7. The Lead Correctional Officer enforces standards, rules, and regulations provided in the Standard Operating Procedures, Inmate Handbook, Direct Supervision, Interpersonal Communication, and other pertinent manuals pertaining to correctional operations guideline.
8. The Lead Correctional Officer ensures that inmate supervision, searches, transportation, classification, proper intake process, proper releasing, sanitation duties, and counts, along with maintaining fire safety, key control, perimeter security, and compliance with inmate rules are being carried out.
9. Lead Correctional Officers ensures physical restraint application; non-lethal implement application, interpersonal communication skills and hands on techniques for the safety of the facility, staff and inmates are in compliance with training and Standard Operating Procedures.
10. Lead Correctional Officer may be required to complete the duties of a Correctional Officer due to shortage of staff or crisis situations.

Requirements and Knowledge:

1. Knowledge of the body of laws, training requirements, program awareness, inmate handbook, Adult and Juvenile detention

- standards, Standard Operating Procedures, direct supervision principles, operational activities, constitutional rights of individuals and Indian civil rights act.
2. Knowledge in the basic principles and techniques of inmate care, direct supervision concept, policy and procedures, inmate management, interpersonal communication concept and knowledge of first aid including CPR.
3. Ability to instruct and train others in daily facility operations and activities.
4. If claiming Indian preference must have proof of tribal membership
5. The incumbent is responsible for keeping their personal lives drug and alcohol free and maintaining a high degree of professionalism. Will be required to take an Alcohol and Drug Test randomly
6. Incumbent is charged with the responsibility of enforcing the drug and alcohol policy as a supervisor and will advise staff of the Zero Tolerance for alcohol and drugs.
7. Knowledge of commonly used federal/tribal laws and OST penal codes governing the incarceration of adult and juvenile offenders.
8. Ability to document reports, maintain accurate records, and communicate verbally with staff and other agencies.
9. Work involves, typically on a shift rotation basis, abnormal hours and a variety of moderately difficult assignments. Such assignments require proficiency in the application of correctional skills in supervising Correctional Officers regarding work assignments.
10. Is required to pass a physical and medical examination due to medical or physical condition that may interfere or prevent incumbent from performing the duties required.

Qualifications:

1. High School Diploma or G.E.D with four (4) years' experience working in a Direct Supervision Correctional Facility and have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico, or an AA degree in the Criminal Justice or a related field and one (1) year experience working in a Direct Supervision Correctional Facility and must have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico.
2. Must have a valid driver license.
3. No misdemeanor or convictions in the past year, excluding minor traffic violations
4. Must have never been convicted of a felony crime

How to Apply:

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

Notice:

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Vacancy Announcement #20-019

Position: Residential Care Provider
(Non-exempt)
Salary: Grade Level 8/0
(\$19,821) per annum
Program: Emergency Youth Shelter
Location: Pine Ridge, So. Dak.
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

The Oglala Sioux Tribe Emergency Youth Shelter provides care and ensures the safety and security as needed for referred youth ages 12-17. The Residential Care Provider will work with clients and referring agencies to ensure positive and safe alternatives for youth in at-risk situations. This is a grant funded position that 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 in 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 of requisitions, accounts payable vouchers, and program requests.
12. Other duties 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:

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Vacancy Announcement #20-020

Position: Records Management Technician
(Non-exempt)
Salary: Grade Level 15/0
(\$25,218 per annum)
Program: Higher Education Grant Program
Location: Pine Ridge, So. Dak.
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

The Records Management Technician will encode information and maintain an accurate database of complete applications under the OST Higher Education Grant Program. The Records Management Technician must be knowledgeable of program policies and procedures as it is the responsibility of this employee to determine each applicant's status and to enter pertinent information into appropriate database. The Records Management Technician will be under the direct supervision of the Program Director.

Specific Duties:

1. Encodes and maintains database(s) for all complete files to include the status of the applicant; responsible for setting up databases to correlate with applicable reports in compliance with P.L. 963-638 contract requirements. Incumbent is responsible for providing statistical information for all required reports.
2. Composes appropriate letters for review and approval by Program Director; letters may be form letters for routine actions, or revise letter to meet applicant's status as necessary; compose letters as applicable for Program Director's signature; ensures all correspondence is filed in the student's file.
3. Provides technical assistance to the Program Director as requested; must be able to provide statistical information to use in meetings and reports, to respond to tribal official inquiries; may represent the Director in meetings or other functions; provides input on the revisions for the policies & internal operating procedures.
4. Provides technical assistance applicable to all clients, i.e., students, grant award recipients, financial aid staff, high school

counselors, tribal officials and others with inquiries. Employee must have a working knowledge of the program and application process to accurately respond to inquiries.

5. Adheres to the regulations of confidentiality of student files.

Requirements and Knowledge:

1. Must have ability to work and collaborate closely with staff to ensure program functions efficiently and effectively
2. Must have proficient customer service skills in person and on phone
3. Must have excellent communication skills
4. Must be dependable (time/attendance)
5. Must be willing to receive cross training within program as deemed necessary
6. Must pass a background check

Qualifications:

1. Must possess HS diploma/GED and four (4) years' experience in computer software (ACCESS, Excel, Word). AA in Business, Office Automation or related field **preferred.**

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:

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Vacancy Announcement #20-021

Position: Coreline Operator
(Non-exempt)
Salary: Grade Level 23/0
(\$33,207 per annum)
Program: OSRWSS Mni Wiconi
Water Treatment Plant/Coreline
Location: Murdo/ Ft. Pierre, So. Dak
(Must relocate)
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

The Coreline Operator will perform semi-skilled work in the maintenance, repair and operation of the Oglala Sioux Rural Water Supply System (OSRWSS) Mni Wiconi Water Treatment Plant Coreline distribution system, to include grounds and equipment. The Coreline Operator will be under the direct supervision of the Coreline Field Supervisor.

Specific Duties:

1. Maintain a regular inspection schedule of water distribution system equipment and facilities.
2. Perform a wide variety of maintenance and repair tasks in the operation of OSRWSS distribution system.
3. Perform maintenance and repair of pumps, control valves, meter, strainers, and pipeline.
4. Perform carpentry, plumbing, and electrical duties as required.
5. Perform grounds maintenance for tank sites, booster stations, PRV's, control vaults, master meter vaults, surge tanks, and transducers.
6. Maintain and service tools and equipment used by the distribution system maintenance personnel.
7. Perform repair of water pipeline breaks and/or water system malfunction.
8. Work on-call weekends and holidays, and for after hour maintenance emergency calls and as assigned.
9. Perform water user related service calls.
10. Assist in the resolution of water users and/or landowner claims and/or complaints.
11. Maintain accurate records and logs on operating conditions of booster station, control vaults, PRV's, master meters, etc.
12. Work with OSRWSS Contractors to install and provide new services.
13. Assist in the design and fabrication of a variety of tools, pumps, valves and piping systems.
14. Perform routine cleaning maintenance of elevated tanks and underground reservoirs on the Coreline distribution system.
15. Use proper procedures of handling caustic chemicals related to water treatment (Chloride/Fluoride).
16. Be flexible to work with the Lower Brule Sioux Tribe, Rosebud Sioux Tribe, West River/Lyman Jones, Bureau of Reclamation and Project engineers.
17. Other related duties as assigned by immediate Supervisor.

Requirements and Knowledge:

1. Must have an EPA recognized Certification Level I Water Distribution Certification or the ability to obtain within 1 year of hire.
2. Must have knowledge of operation, maintenance, and routine

- repair of electrical, hydraulic, and mechanical machinery.
3. Must have knowledge of tools, supplies, and materials used to perform electrical, hydraulic, and mechanical tasks.
4. Must have knowledge of safety and efficient work practices and procedures. Must be physically capable of lifting materials, up to 50 lbs.
5. Must be familiar with general water system operations and maintenance. Must be familiar with installation of different types and sizes of pipe.
6. Must have knowledge of general construction practices. Must have the ability to use power and tools effectively in repair and maintenance tasks.
7. Must have basic computer skills.
8. Must have the ability to perform routine and preventive maintenance tasks on electrical, hydraulic, and mechanical equipment.
9. Must have the ability to identify electrical, hydraulic, and mechanical problems and recommend corrective courses of action.
10. Must have knowledge of water distribution sampling and testing.
11. Must be able to maintain precise and accurate records.
12. Must be able to understand and follow directions.
13. Must be able to maintain an effective working relationship with others, especially the public. Must be able to communicate clearly and effectively, orally and in writing.
14. Must be able to perform duties independently. Must be able to work in emergency situations as necessary.
15. A minimum of two (2) years' experience in the repair and/or maintenance of electrical, hydraulic, and mechanical equipment and machinery preferred.
16. Must be able to operate rubber-tired backhoe, track hoe, dozer and skid loader.
17. Must have Commercial Driver's License or ability to obtain one within one (1) year of hire.
18. Must be able to read blueprints, construction drawings and as-builts.
19. Must have knowledge of cathodic protection, centrifugal pumps and cross connections.
20. Must be willing to obtain on the job training.

Qualifications:

1. Must possess a High School Diploma/GED.
2. Must possess a valid 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:

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Vacancy Announcement #20-022

Position: Sex Offender Compliance Officer (2)
(Non-Exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Department of Public Safety
Location: Pine Ridge, So. Dak.
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

The Compliance Officer will effectively monitor SORNA registrants to comply with all federal and tribal SORNA requirements. The Compliance Officer will administer and coordinate the Tribal SORNA process and oversee monitoring of the sex offenders. The Compliance Officer will be responsible to working directly with the federal agencies for processing of DNA, finger and palm prints, and other sex offender personal identification data. Conduct public awareness campaign, including: issue bulletins and host meetings in communities where high-risk or non-compliant sex offenders reside, work, or attend school; participate in regular radio programs on KILL radio to keep the reservation residents aware of SORNA and improve safety. Supervised by Chief of Police.

Specific Duties:

1. Maintain list of sex offenders and obtain current information.
2. Maintain database with current information, including photographs and other pertinent information.
3. Perform scheduled and unscheduled compliance checks.
4. Conduct investigations with law enforcement personnel, prepare reports, and make recommendations to Tribal Court when necessary.
5. Notify sex offenders of their responsibility to register with Oglala Sioux Tribe Law Enforcement and monitor their adherence to the Tribal Code.
6. Attend mandatory trainings and meetings, as scheduled.
7. Maintain policies to promote strict confidentiality.
8. Monitor sex offender court cases, review court records, monitor and maintain sex offender registrations, conduct face to face interviews with offenders to gather information.
9. Process reports and gather statistical information on sex offenders.
10. Maintain working relationship with neighboring law enforcement agencies.
11. Maintain accurate knowledge base of Tribal, State, and Federal statutes related to sex offender registry.

12. Receive, direct and resolve citizen complaints or concerns.
13. Must be familiar with Tribal, State and Federal Laws, regarding sex offenders.
14. Must be willing to attend training and travel to mandatory workshops.
15. Must be willing to work with diverse populations.
16. Website management.
17. Knowledge of general office management practices and procedures.
18. Other duties assigned.

Requirements and Knowledge:

1. Ability to communicate effectively in both oral and written form, with coworkers, supervisors and other law enforcement agencies.
2. Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check.
3. Must comply with the Department's Drug Free Policy and submit to random Drug Testing.

Qualifications:

1. High School Diploma or equivalent.
2. Must be 21 years of age or older.
3. No felony conviction
4. Never been convicted of domestic violence
5. No misdemeanors in the previous one (1) year
6. Must possess a valid South Dakota driver's license with no gross misdemeanor violations in the last three (3) years

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:

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Vacancy Announcement #20-023

Position: Domestic Violence Shelter Coordinator
(Exempt)
Salary: Grade Level 16/0
(\$26,100 per annum)
Program: Victim Services
Location: Kyle, So. Dak.
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

Provide operational direction and oversight of assigned domestic violence services, with the advice and consent of the Victims Services Director. Supervision of assigned staff, Victim Shelter Advocates and domestic violence program volunteers. Provide domestic violence program coverage and services for clients, as required. Assist the Victims Services Director in service planning, development, reporting, and quality improvement activities. The Domestic Violence Shelter Coordinator will be under the supervision of the Victims Services Director.

Specific Duties:

1. Oversee assigned domestic violence services for compliance with grant, domestic violence program certification and agency standards, including the collection and completion of quality assurance and funder non-billables and other data/reports
2. Identify, develop or revise systems, procedures, protocols and forms to meet program needs, and for staff to meet their job responsibilities, with the advice and consent of the Victim Services Director
3. Monitor program occupancy, productivity, and schedule staff for phone shifts and subject- to- on call coverage
4. Communicate service and agency information to staff, including information from meetings, and changes in procedures, protocols and agency requirements.
5. Ensure that facilities provide a safe and healthy living and program environment, including monitoring conditions and implementing changes, as needed
6. Ensure coordination with other programs, divisions, departments and providers.
7. Assist the Victim Services Director in service planning, program development, reporting, quality improvement activities, and staff meetings
8. Assist the Victim Services Director in the appropriate resolution of client and provider concerns, and provide advocacy and problem solving at a systems level
9. Orient new employees to job responsibilities and expectations, and provide training in program and agency policies, procedures and protocols
10. Manage scheduling of staff to ensure adequate service coverage
11. Conduct paperwork reviews to ensure that staff documentation meets agency standards.
12. Provide regular supervision to assigned staff, including monitoring sick time use, time off requests, assignment of responsibilities within level, clarification of job expectations, monitoring job performance, staff compliance with agency requirements, and completion of competency evaluations. Immediately report supervision issues to the Victim Services Director. Maintain documentation of supervision sessions.
13. Provide direct domestic violence services as assigned, including Transitional Living Program and/or Shelter Facilitator services.

14. Maintain a domestic violence volunteer program, including outreach for potential volunteers, volunteer orientation and certification, re-certification of volunteers, and assignment and supervision of volunteer services.
15. Provide guidance to and assist clients in receiving needed domestic violence services, supportive counseling, and basic needs, as appropriate.
16. Maintain timely program documentation, including program statistics, volunteer information, program certification paperwork, and other documentation, as assigned.
17. Maintain timely service documentation. Accurately track client residency information, service hours and other statistics required for internal and external reporting

Requirements and Knowledge:

1. Oversight - Is able to provide operational direction and oversight for the shelter and related services with the support of the Victim Services Director. This operational oversight will include ordering supplies, facility maintenance, and safety / health procedures.
2. Supervision - Provides regular supervision and direction to assigned staff, Shelter Advocates and volunteers, regarding completion of all documentation, programmatic expectations, training and orienting new employees, monitoring staff time, etc.
3. Communication - Facilitates and arranges for communication between staff and related services.
4. Program productivity - Demonstrates the ability to monitor program, staff and individual productivity and provide supervision to meet program outcomes.
5. Staff Support - Able to provide guidance and direction to program staff with respect to resolving programmatic and/ or client issues and crisis support.
6. Documentation - Is able to keep documentation of client records and follow requirements for written and electronic contractual reporting.
7. Coordination - Able to coordinate and schedule staff coverage for facility, program and client needs.
8. Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of domestic violence and sexual assault
9. Must adhere to the rules of confidentiality.

Qualifications:

1. Associates Degree in human services or related field required.
2. One (1) year supervisory experience required.
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. on the closing date. Mail in application postmarked on the closing dated will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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Vacancy Announcement #20-024

Position: Shelter Advocate
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Victim Services
Location: Kyle, So. Dak.
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

The Shelter Advocate will provide support, security, and services for clients placed in the Domestic Violence Shelter. Perform assigned domestic violence services for clients, as required and associated with the operation of the domestic violence shelter including record keeping, keeping inventory, shelter maintenance, and assisting with new residents with the advice and consent of the Domestic Violence Shelter Coordinator. The Shelter Advocate will be under the supervision of the Domestic Violence Shelter Coordinator.

Specific Duties:

Security

1. Walk through the entire shelter every hour.
2. Record walk throughs in the shelter perimeter check log if applicable.
3. After hours, lock kitchen and all relevant windows and doors. Ensure that nightly lock-up/security procedures are followed.
4. Review shelter sign in and population board to assess resident safety and curfew adherence.
5. Monitor the parking lot and grounds.

Helpline Coverage

1. Answer the Helpline. Ascertain if caller is a survivor of domestic violence or sexual assault. Provide crisis counseling, information, referrals and safety planning to survivors and family members. Refer other callers to appropriate assistance.

Screen potential shelter residents.

1. When possible, arrange to meet the specific needs of callers. When it is not possible (because of the hour), safety plan with the caller on how to get through the night and be sure that the caller knows whom to contact in the morning. If the caller can be reached during the day, make arrangements for the appropriate staff person to return the call in the morning.

Shelter Coverage

1. Carry the shelter beeper on a rotating basis. This includes being available for transportation nights and weekends, covering shifts due to illness or other unavailability of staff, providing consultation for night and weekend advocates, and covering the shelter on an emergency basis.
2. Open the shelter door for volunteers, residents and other authorized individuals.

Welcoming and Assisting Residents

1. Assist residents when they need items such as medication, baby care items, personal care items, food from dry storage or locked areas of the kitchen, etc.
2. Welcome new residents, who arrive during the overnight hours, show them to their room and give them basic information about the shelter and how to get things that they need (such as personal care items and food).

Curfews, Chores and Other Aspects of Communal Living

1. Utilize skills to facilitate communication among residents and to promote constructive mechanisms for coping with communal shelter life.
2. Ensure that bedtime for children is followed.
3. Ensure that any television programs or movies being viewed in a communal area are suitable (no violence or inappropriate content).
4. Help to develop, implement and periodically review shelter residential life procedures.

Staff Communication

1. Inform the appropriate shelter advocate when issues arise involving a shelter resident and/or that resident's children.
2. Read the shift change at the beginning of each shift and note any relevant details at the end of each shift.

Facility Upkeep and Maintenance

1. Monitor proper functioning of the shelter facility. Report any malfunctioning equipment or structural damage to the Domestic Violence Shelter Coordinator

2. Assist with facility upkeep as directed by the Domestic Violence Shelter Coordinator

Inventory and Management of Storage Areas

1. Manage the med room; taking inventory and assisting with dispensing medication to residents upon request.
2. Sort, put away and distribute donations that are stored in the med room or shelter advocacy office.

Record Keeping

1. Maintain case/call records and statistics as necessary and submit accurate data by stated deadlines.
2. Maintain records of service participant contacts.
3. Maintain records of all contacts related to service delivery (authorized phone calls to third parties, court contacts, etc.).
4. Enter data into client database when necessary.
5. Update case files regularly and thoroughly, following organizational procedures about file management.

Staff Responsibilities

1. Attend team and staff meetings.
2. Participate in regular supervision with the appropriate supervisor.
3. Maintain a positive cooperative work approach and foster teamwork among co-workers.
4. Greet and assist people when they enter the public lobby.
5. Participate in conferences, classes and workshops to enhance professional knowledge and skill.
6. Sign up for some holiday shifts during popular holiday times (most notably but not necessarily limited to - the time around Thanksgiving, Christmas and New Year's). Some limited holiday shifts will be required of all staff in order to keep our essential crisis intervention functions operational at all times throughout the year.
7. Sign up for the required number of community education presentations, information tables or other outreach opportunities.
8. Assist with special events when appropriate.
9. Help to keep shared spaces orderly and take part in office-related light cleaning chores as assigned.
10. Other tasks as assigned.

Requirements and Knowledge:

1. Excellent writing and interpersonal communication skills; strong leadership and teamwork skills; computer proficiency, including with Microsoft Office and email and internet functions;
2. Understanding of and sensitivity to the unique circumstances of underserved populations and to survivors of domestic violence and sexual assault
3. Must adhere to the rules of confidentiality.
4. Fluency in language(s) other than English
5. Experience working with survivors of domestic violence or sexual assault
6. Supervisory experience
7. Public speaking experience

Qualifications:

1. High School or GED is **required**, a degree in a relevant social justice or human services field, **preferred**.
2. One (1) year of experience in a relevant social justice or human services field
3. Must have a valid Driver's license

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing dated will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

Notice:

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

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

Vacancy Announcement #20-025

Position: Administrative/Intake Clerk
(Non-Exempt)
Salary: Grade Level 8/0
(\$19,821 per annum)
Program: WIOA
Location: Pine Ridge, So. Dak.
Opening Date: February 18, 2020
Closing Date: March 2, 2020

General Description of Duties:

The WIOA Administrative/Intake Clerk performs all intake duties, completes all paperwork associated with the WIOA Program. The WIOA Administrative/Intake Clerk will be under the direct supervision of the Program Director.

Specific Duties:

1. Prepares accounts payable vouchers for payment from invoices, types requisitions, types letters, reports, forms and memorandums from rough draft, copy or detailed instruction.
2. Processes all travel authorizations and travel reports.
3. Conducts errands to tribal offices and programs for program related purposes.
4. Maintains the cuff accounts and files on all program line items, accounts and vendors.
5. Recruits applicants by disseminating program information and applications to nine (9) district CAP Offices and various locations.
6. Interviews applicants or reviews applications and documents to obtain required information.
7. Certifies eligibility for all applicants and maintains an eligibility listing for each district on a weekly basis.
8. Maintains the files for all applicants-eligible, ineligible, incomplete, and inactive.
9. Updates applications in person or by telephone on those who require it.
10. Responsible for the records retention of all applications and account payable files.
11. Other duties as assigned by the Program Director.

Requirements and Knowledge:

1. Knowledge of modern office practices, procedures, equipment, and possess basic computer skills/knowledge.
2. Must be able to abide by confidentially.
3. Must be able to understand follow verbal and/written instructions.
4. Must have good customer service skills

Qualifications:

1. Must have a High School Diploma or GED **and** two (2) years' experience.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing dated will be accepted. Attach all pertinent documentation, i.e. copy of high school diploma or GED certificate, copy of official college transcripts (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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