



OGLALA SIOUX TRIBE
 Human Resource Department
 P.O. Box 439
 Pine Ridge, SD 57770
 (605) 867-6014/6015 * (605) 867-1922 Fax



GRANTS COMMITTEE FORM

Per OST Policies & Procedures

As adopted by Oglala Sioux Tribal Council on 08/16/2018

PROGRAM: COVID Response Initiative/ Emergency Management

POSITION: COVID 19 Public Health Investigator

JUSTIFICATION

- a. Budget/Funding available (Salary \$ 36,582 Renewable) Funds: CARES
 \$36,817 (26/0)
- b. Justification Identified:
Pandemic on Pine Ridge Reservation of COVID 19
- c. Attachments.

TO BE COMPLETED BY GRANTS COMMITTEE

Approved Disapproved Date May 18, 2020

Reason(s) for disapproval:

[Signature]
 Treasurer

Olivia Grass - KL 5/18/20
 Compliance Officer

[Signature]
 Comptroller

Ludwig Niago 5/18/2020
 Chief of Staff

TO BE COMPLETED BY HUMAN RESOURCE DIRECTOR

Confirmed/Filed

 Human Resource Director

 Date

Position: COVID 19 Public Health Investigator
Salary: Grade/Step 26/0 (RENEWABLE)
(\$36,582) for 6 months
Program: COVID Response Initiative/Emergency Management
Location: Pine Ridge, SD

General Description of Duties:

Public Health Investigator shall assist the Oglala Sioux Tribe in their efforts to decrease the risk of exposure and community spread of COVID-19 through identifying suspected infected persons or monitoring confirmed cases and tracing contacts. Investigator will provide on-call services. Investigator will provide case tracing and public health surveillance services in response to the public health emergency during the COVID-19 pandemic, for the Oglala Sioux Tribe and Pine Ridge Indian Reservation. The Public Health Investigator will be under the supervision of the Emergency Management Director.

Specific Duties:

1. Provide case tracing and public health surveillance for potential and actual COVID-19 cases.
2. Provide on-call services.
3. Will immediately follow up on any reported suspected case and known cases.
4. Tracing and public health surveillance services include but is not limited to;
5. Immediate follow up on reported suspected cases or known cases.
6. Make in-person contact with individual with all precautions taken e.g. use of PPE and social distancing, outdoor visitation as feasible
7. Documentation through intake and tracing/surveillance forms.
8. Identify risk exposure
9. Identify contacts and do tracing of contacts as indicated
10. Coordinate activities with the OST CHR Program and IHS-PHN Department.
11. Maintain confidentiality in accordance with HIPAA and Privacy Laws.
12. Provide written invoices and daily and weekly statistical reports for compensation including number of contacts made, mileage logs, and receipts to the CHR Program Director with copies to the Incident Commander.
13. Document activities in accordance with HIPAA and Privacy Laws and submit detailed daily and weekly written reports to the CHR Program Director and copies to the OST Incident Commander.
14. Contact OSTDPS Law Enforcement as needed for assistance.
15. Provide services in accordance with all applicable laws
16. Perform other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Knowledge of the Pine Ridge Reservation communities
2. Knowledge of Lakota culture and language
3. Excellent communication skills
4. Excellent writing skills
1. Prior to beginning work Investigator will be required to obtain a business license from the OST Revenue Department, Pine Ridge, S.D.
2. Investigator shall submit to a urinalysis drug test, complete the criminal background check, and complete a System for Award Management (SAM) Federal debarment check and submit findings to OST.
3. Investigator understands that she/he represents that she/he is knowledgeable of the risk of exposure to COVID-19 in providing services under this contract and willingly assumes the risk of exposure that could lead to contracting the virus causing serious illness or death to themselves and will take all necessary precautions to decrease their risk while performing services under this contract.
4. All COVID Response Initiative employees will be required to use proper personal protective equipment, practice social distancing and provide no contact delivery of food and supplies.

Qualifications:

1. Must have a High School diploma or GED.
2. Must be 21 years of age or older.
3. At least 2 years of experience in direct patient care services, e.g. CNA, medical assistant, nurse,

4. In lieu of 2 years of experience in direct patient care services, may have at least 2 years of investigation experience.
5. Valid driver's license and insurance.
6. Must have their own vehicle
7. Must have a cell phone
8. Proof of completion of training in Contact Tracing

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.



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GRANTS COMMITTEE FORM

Per OST Policies & Procedures

As adopted by Oglala Sioux Tribal Council on 08/16/2018

PROGRAM: COVID 19 Response Initiative/ Emergency Management

POSITION: COVID 19 Quarantine Housekeeper

JUSTIFICATION

- a. Budget/Funding available (Salary \$ 25,000.00 Renewable) Funds: CARES
- b. Justification Identified: \$25,218.00 (15/0)
Pandemic on Pine Ridge Reservation of COVID 19
- c. Attachments.

TO BE COMPLETED BY GRANTS COMMITTEE

Approved Disapproved Date May 18, 2020

Reason(s) for disapproval:

[Signature]
 Treasurer

[Signature]
 Comptroller

Olivia Grabs - KL 5/18/20
 Compliance Officer

[Signature] 5/18/2020
 Chief of Staff

TO BE COMPLETED BY HUMAN RESOURCE DIRECTOR

Confirmed/Filed

 Human Resource Director

 Date

Position: COVID Quarantine Housekeeper
Salary: Grade/Step 15/0 (RENEWABLE)
(\$25,218) for 6 months
Program: COVID Response Initiative/Emergency Management
Location: Pine Ridge & Kyle, So. Dak.

General Description of Duties:

In response to the COVID 19 Pandemic, the Oglala Sioux Tribe has established quarantine sites throughout the reservation so that Tribal members do not have to leave the reservation to quarantine. The Housekeeper will clean Patient rooms, restrooms, common areas, as well as office and surrounding areas according to housekeeping standards and procedures. The Housekeeper will be under the supervision of the Emergency Management Director

Specific Duties:

1. Maintain cleaning equipment, carts and porter/janitor closets daily.
2. Clean and service patient rooms, offices, lavatories, conference rooms, lounges, exam rooms, clean and dirty utility rooms, showers and common areas daily and/or as scheduled.
3. Removes soiled linens from patient beds and remakes bed, upon patient discharge and/or as directed.
4. Trash removal, vacuuming carpets, dry mop and wet mop floors, high and low dusting of furniture, walls, ledges and fixtures.
5. Refill all paper towel, toilet paper, seat cover and soap dispensers daily.
6. Follow safe practices with regards to all cleaning products, chemicals, equipment and their proper usage and dilution ratios as per manufacturer's recommendations.
7. Notify supervisor immediately of any injuries, accidents or safety concerns.
8. Responsible for complete cleaning and disinfecting of patient rooms upon discharge.
9. Ensuring all rooms are cared for and inspected according to standards
10. Notify superiors on any damages, deficits and disturbances
11. Deal with reasonable complaints/requests with professionalism and patience
12. Adhere strictly to rules regarding health and safety and be aware of any company-related practices
13. Cross-trained in both porter and laundry associate duties, filling in for same as directed.
14. Follow direction of the Incident Commander during crisis situations or when there is a concern or breach regarding safety and security of the facility, public, staff or quarantined Tribal Members
15. Abide by quarantine site and COVID 19 security requirements and practices.
16. Perform other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Strong moral character is needed to be responsible, honest, and reliable for the duties that you will be performing while on the job with OST COVID 19 Taskforce.
2. Must be very thorough with cleaning practices
3. Must be capable of handling stressful situations as they occur.
4. Interact effectively with staff, patients and supervisor.
5. Working beyond normal hours and weekends may be necessary.
6. All COVID Response Initiative employees will be required to use proper personal protective equipment, practice social distancing and provide no contact delivery of food and supplies.
7. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
8. Must pass a pre-employment screening prior to hire, per OST Ordinances

Qualifications:

1. Must have a High School diploma or GED preferred
2. Housekeeping/cleaning: 1 year (Preferred)
3. Healthcare: 2 years (Preferred)
4. Must be 18 years of age or older.
5. Must have a valid State Driver's License.
6. Must have no misdemeanor or convictions within the past year, excluding minor traffic violations.



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GRANTS COMMITTEE FORM

Per OST Policies & Procedures

As adopted by Oglala Sioux Tribal Council on 08/16/2018

PROGRAM: COVID Response Initiative/ Emergency Management

POSITION: COVID 19 Referral Van Driver

JUSTIFICATION

- a. Budget/Funding available (Salary \$ 25,000 Renewable) Funds: CARES
\$25,218 (15/0)
- b. Justification Identified:
Pandemic on Pine Ridge Reservation of COVID 19

c. Attachments.


TO BE COMPLETED BY GRANTS COMMITTEE

Approved Disapproved Date May 18, 2020

Reason(s) for disapproval:


 Treasurer

Olivia Gross-KV 5/18/20
 Compliance Officer


 Comptroller

 5/18/2020
 Chief of Staff

TO BE COMPLETED BY HUMAN RESOURCE DIRECTOR

Confirmed/Filed

 Human Resource Director

 Date

Position: COVID 19 Referral Van Driver
(Non-exempt)
Salary: Grade/Step 15/0 (RENEWABLE)
(\$25,218) for 6 months
Program: COVID Response Initiative/Emergency Management
Location: Pine Ridge, So. Dak.

General Description of Duties:

The COVID 19 Referral Van Driver is responsible for transporting COVID 19 positive patients from their location to their hospital, homes or quarantine sites. The Referral Van Driver will be under the direct supervision of the Emergency Management Director.

Specific Duties:

1. Will be responsible for ensuring that the COVID 19 patients are transported to their appointments and/or testing on time.
2. Will check with the Dispatch center for all scheduled runs for the day as assigned by Tracers, Incident Command, CHR, PHN and COVID 19 Taskforce.
3. Will continue to check in with dispatch so that they will know where the driver is at all times.
4. Will be considerate of the patients by getting them to their appointments on time.
5. Will keep a record of the day's activities and do a monthly report of all trips, for billing purposes. The Referral Van Driver is responsible for their vehicle upkeep and cleanliness at all times.
6. Work on assigned rotating shifts, including weekdays and weekends and be available for emergency call back at any given time.
7. Work with Ambulance Director and Incident Command for determining the referral patient transport
8. Keep daily log sheet on all patients and mileage used.
9. Adhere to all company and tribal policies/procedures, protocols, and the Incident Command guidelines.
10. Perform other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must complete the CPR training and First Aid within **one (1) month** of employment and pass the course for continued employment.
2. Must complete Blood Born Pathogens training within **one (1) month** of employment
3. Must be HIPAA Certified within **one (1) week of hire**, may not transport until completion and comply with the rules and regulations of HIPAA.
4. Must be capable of handling stressful situations as they occur.
5. Must have the ability to remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
6. Must be prompt and dependable.
7. Must be able to lift, carry and balance 150 lbs.
8. Must be able to take overnight trips to cities off reservations for patient appointments.
9. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
10. Must pass a pre-employment screening prior to hire, per OST Ordinances
11. Must adhere to all necessary protection measures to ensure safety from COVID 19 which include: social distancing, using the proper personal protection equipment based on CDC guidelines and frequent handwashing.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must be at least eighteen (18) years of age and be able to drive in big cities.
3. Must have a valid Driver's License
4. Must have no misdemeanor or convictions within the past 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)***

Position: COVID 19 Monitoring Specialist
Salary: Grade/Step 12/0 (RENEWABLE)
(\$22,745) for 6 months
Program: COVID Response Initiative/Emergency Management
Location: Reservation Wide Assignment

General Description of Duties:

The Monitoring Specialist assists COVID 19 Positive Tribal Members that are quarantined within the OST Quarantine Sites on the Pine Ridge Indian Reservation. The Monitoring Specialist strives to assist and improve the quality of care for COVID 19 positive tribal members and monitor their health needs. The Monitoring Specialist will be under the direct supervision of the Emergency Management Director.

Specific Duties:

1. Make home visits on a daily basis to complete assigned duties per patient's Case Management services.
2. Screen temperatures, blood pressures, blood sugars and assess for health problems that need attention, reporting to appropriate medical/clinical staff and social agencies.
3. Provide COVID 19 education to patient's families in the home.
4. Work with IHS staff in scheduling appointments and other needs.
5. Arrange for medication deliveries for the COVID positive patients.
6. Maintain a constant flow of health information/education to the local community in the quarantine site service area.
7. Maintain a log on all client contacts.
8. Work with IHS and other health resources as an interpreter.
9. Maintain a high level of professional ethics and demonstrate program solidarity at all times.
10. Maintain a high level of Patient Confidentiality at all times.
11. Responsible for submitting required activity reports and other forms by stipulated deadlines.
12. Provide other related services as assigned by the Emergency Management Director.

Requirements and Knowledge:

1. Must relate well with the Native American community.
2. Must possess knowledge of health/social resources in the Pine Ridge service area.
3. Must maintain a good driving record.
4. Must be able to work forty (40) hours per week.
5. Must submit to drug testing and a background check.
6. Must complete HIPPA training and certification within **one (1) week** of employment.
7. Must be able to complete CPR and First Aid Training within **one (1) week** of employment.
8. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
9. Must pass a pre-employment screening prior to hire, per OST Ordinances
10. All COVID Response Initiative employees will be required to use proper personal protective equipment, practice social distancing and provide no contact delivery of food and supplies.

Qualifications:

1. Must have a current Nursing Assistant Certification or HS/GED with previous CHR or Health field experience/training.
2. Must have own vehicle, valid Driver's License and proof of liability insurance.

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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 As adopted by Oglala Sioux Tribal Council on 08/16/2018

PROGRAM: COVID Response Initiative/ Emergency Management

POSITION: COVID 19 Quarantine Site Cook

JUSTIFICATION

- a. Budget/Funding available (Salary \$ 22,500 Renewable) Funds: CARES
 \$22,745 (12/0)
- b. Justification Identified:
Pandemic on Pine Ridge Reservation of COVID 19

c. Attachments.

TO BE COMPLETED BY GRANTS COMMITTEE

Approved Disapproved Date May 18, 2020

Reason(s) for disapproval:

[Signature]
 Treasurer

[Signature]
 Comptroller

Olivia Gross - KL 5/18/20
 Compliance Officer

[Signature] 5/18/2020
 Chief of Staff

TO BE COMPLETED BY HUMAN RESOURCE DIRECTOR

Confirmed/Filed

Human Resource Director _____ Date _____

Position: COVID Quarantine Site Cook
Salary: Grade/Step 12/0 (RENEWABLE)
(\$22,500) for 6 months
Program: COVID Response Initiative/Emergency Management
Location: Pine Ridge & Kyle, So. Dak.

General Description of Duties:

In response to the COVID 19 Pandemic, the Oglala Sioux Tribe has established quarantine sites throughout the reservation so that Tribal members do not have to leave the reservation to quarantine. The Quarantine Cook works under the direct supervision of the Emergency Management Director.

Specific Duties:

1. All food shall be prepared in an adequate quantity, which is nutritiously balanced.
2. Will work long irregular hours, weekends, and frequently changing shifts; and assignments are subject to change without notice.
3. Coordinate preparation of all daily meals for Quarantine Site.
4. Perform cooking tasks, supervise quarantined Tribal Members and maintain records.
5. Prepare morning, noon and evening meals to be fed to quarantines Tribal Members.
6. Follow direction of the Incident Commander during crisis situations or when there is a concern or breach regarding safety and security of the facility, public, staff or quarantined Tribal Members.
7. Abide by quarantine site and COVID 19 security requirements and practices.
8. Prepare meals to meet special dietary menus as directed by health care providers (doctor-dietician).
9. Keep appropriate records as established by quarantine site procedures.
10. Maintain the kitchen in a neat and clean manner in accordance with department policy and applicable federal health standards.
11. May be called to duty in a crisis situation and/or weather conditions by the Incident Commander.
12. Perform other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must be able to pass the Food Handlers Course within **one (1) month** of hire.
1. Must be capable of handling stressful situations as they occur.
2. Must have the ability to remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
3. Must be prompt and dependable.
4. Must be able to lift, carry and balance 50 lbs.
5. Must be willing to work late nights and weekends
6. Strong moral character is needed to be responsible, honest, and reliable for the duties that you will be performing while on the job with OST COVID 19 Taskforce.
7. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
8. Must pass a pre-employment screening prior to hire, per OST Ordinances
9. All COVID Response Initiative employees will be required to use proper personal protective equipment, practice social distancing and provide no contact delivery of food and supplies.

Qualifications:

1. Must have a High School diploma or GED.
2. Must be 21 years of age or older.
3. Must have a valid State Driver's License.
4. Must have no misdemeanor or convictions within the past 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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GRANTS COMMITTEE FORM

Per OST Policies & Procedures

As adopted by Oglala Sioux Tribal Council on 08/16/2018

PROGRAM: COVID Response Initiative/ Emergency Management

POSITION: COVID 19 Support Worker

JUSTIFICATION

- a. Budget/Funding available (Salary \$ 15,500 Renewable) Funds: CARES
 \$15,579 (1/0)
- b. Justification Identified:
Pandemic on Pine Ridge Reservation of COVID 19

c. Attachments.

TO BE COMPLETED BY GRANTS COMMITTEE

Approved Disapproved Date May 18, 2020

Reason(s) for disapproval:

[Signature]
 Treasurer

[Signature]
 Comptroller

Olivia Grass - LCL 5/18/20
 Compliance Officer

Ludy Inago 5/18/2020
 Chief of Staff

TO BE COMPLETED BY HUMAN RESOURCE DIRECTOR

Confirmed/Filed

 Human Resource Director

 Date

Position: COVID 19 Support Worker
(Non-exempt)
Salary: Grade/Step 1/0 (RENEWABLE)
(\$15,579) for 6 months
Program: COVID Response Initiative/Emergency Management
Location: Pine Ridge, SD

General Description of Duties:

The Oglala Sioux Tribe's COVID 19 Support Worker is a multi-functional paraprofessional in response to the pandemic. Support Worker will ensure culturally appropriate support and assistance to at-risk and vulnerable tribal members. The Support Worker will be under the direct supervision of the Emergency Management Director.

Specific Duties:

1. Provide assistance to the OST COVID 19 Taskforce and Incident Command with routine delivery of food and supplies to meet the basic needs of at-risk and vulnerable tribal population across the Pine Ridge Indian Reservation.
2. Provide general support to Incident Command and the COVID Taskforce as needed including cleaning, sorting, preparing a job site, loading and delivering food and supplies across the reservation.
3. Work on assigned rotating shifts, including weekdays and weekends and be available for emergency call back at any given time.
4. Keep daily log sheet on all deliveries and mileage used.
5. Complete and fill out necessary forms and documentation as assigned by Incident Command and OST COVID 19 Task Force.
6. Turn in trip sheets on a regular daily basis to Incident Command.
7. Tribal vehicles will be used for deliveries only; vehicles will not be used for personal errands or to be taken home.
8. Developing and maintaining respectful, cooperative working relationships to contribute to the integrated, seamless delivery of basic health needs of the children, families and communities of the Oglala Sioux Tribe.
9. Perform other related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must be capable of handling stressful situations as they occur.
2. Must have the ability to remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
3. Must be prompt and dependable.
4. Must be able to lift, carry and balance 50 lbs.
5. Must be willing to work late nights and weekends
6. Strong moral character is needed to be responsible, honest, and reliable for the duties that you will be performing while on the job with OST COVID 19 Taskforce.
7. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
8. Must pass a pre-employment screening prior to hire, per OST Ordinances
9. All COVID Response Initiative employees will be required to use proper personal protective equipment, practice social distancing and provide no contact delivery of food and supplies.

Qualifications:

1. High School Diploma or G.E.D. Certificate preferred.
2. Must have a valid Driver's License, be insurable
3. Experience in the facilitation and/or coordination of community delivery services is preferred.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. of the closing date. Mail in applications postmarked on the closing date will be accepted. Attach all pertinent documentation, i.e., copy of High School diploma or GED certificate, copy of official college