



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.

UPDATE

Opening Date: May 25, 2018

Closing Date:

Until Filled

16-170	Family Support Services Case Manager	Child Protection Services	Pine Ridge, So. Dakota
16-173	Intake Specialist (1)	Child Protection Services	Pine Ridge, So. Dakota

How to Apply:

SUBMIT A COMPLETE OST APPLICATION FOR EMPLOYMENT TO THE OST HUMAN RESOURCE DEPARTMENT NO LATER THAN 4:30 P.M. OF THE CLOSING DATE. MAIL IN APPLICATIONS POSTMARKED ON THE CLOSING DATE WILL BE ACCEPTED. ATTACH ALL PERTINENT DOCUMENTATION, I.E., COPY OF HIGH SCHOOL DIPLOMA OR GED CERTIFICATE, COPY OF OFFICIAL COLLEGE TRANSCRIPTS AND/OR COLLEGE DEGREE, CERTIFICATE OF INDIAN BLOOD IF CLAIMING INDIAN PREFERENCE AND DD214 IF CLAIMING VETERAN'S PREFERENCE. (INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)

Vacancy Announcement #16-170

Position: Family Support Services Case Manager
(Non-Exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: May 25, 2018

Closing Date: Until Filled

General Description of Duties:

The Family Support Services Case Manager is responsible for working with the child and family to determine/identify their strengths and needs and securing the necessary resources to provide for the identified needs. The FSS Case Manager will be responsible for various administrative responsibilities. The FSS Case Manager will also serve as the liaison with contracted service providers regarding individual client delivery options and issues. The FSS Case Manager will be under the supervision of the Family Support Specialist Supervisor.

Specific Duties:

1. Access the needs of the child and family and ensure that all necessary intake/screening, evaluation and diagnostic activities are completed as required.
2. Participate with the child and family in the development of the child and family service plan.
3. Identify necessary services and provide as appropriate.
4. Identify available resources including entitlement programs to meet the identified needs of the child and family.
5. Conduct required monthly face-to-face home visits and complete monthly report form to submit to Supervisor to verify.
6. Monitor children during placement, refer child to other agencies for resources of traditional services as needed.
7. Prepare written reports as required.
8. Prepare documentation and participate in all required court activities.
9. Conduct ongoing case review with family, project staff, outside placement agencies and others as determined necessary.
10. Prepare and present court reports and permanency plans for court hearings.
11. Work cooperatively with Family Recruiter (parental aide) to determine best possible placement for the child.
12. Available for On-Call services according to developed schedule.
13. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must be bi-lingual or have a good understanding of Lakota culture, traditions, medicine men, traditional methods of healing and treatment (custom law), etc.
2. Must have knowledge of child development, foster care and the operations of child welfare services.

3. Must have the skills to apply policy and procedures related to the treatment and care of children and adolescents and related to effectively involving family members.
4. Must have knowledge of records management electronic and manual.
5. Must have knowledge of the Policies and Procedures of the Oglala Sioux Tribe.
6. Must have knowledge of court procedures and protocols
7. Knowledge in effective case management and ability to communicate effectively orally and in writing.
8. Must have knowledge and understanding of systems of care, wraparound services and strengths-based planning and service delivery.
9. Must be alert and intelligent and able to maintain flow of work under pressure of constant demands.
10. Must be flexible and use good judgment in handling differing personalities and emergency situations.
11. Must be able to work independently and maintain accuracy under pressure of meeting deadlines.
12. Must be able to maintain accurate records and statistics.
13. Must be accurate in financial matters involving Foster parent billing and placement data.
14. Must have basic computer skills.

Qualifications:

1. Associates Degree in Social Work or Human Services preferred.
2. Must have High School Diploma or GED and 8 years of work experience.
3. Valid Driver's License required.

How to Apply:

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

Notice:

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

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

Vacancy Announcement #16-173

Position: Intake Specialist (1)
(Non-Exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: May 25, 2018

Closing Date: Until Filled

General Description of Duties:

The Intake Investigations Specialist is responsible for gathering detailed information from the reporting parties, schools, Indian Health Service providers and community members regarding reports of alleged child abuse and/or neglect. The Intake Specialist responds to emergencies regarding reports of allied child abuse and/or neglect and is required to participate in 24-hour on-call basis as scheduled. The Intake Specialist is under the supervision of the CPS Intake/Investigations Supervisor.

Specific Duties:

1. Record reports of child abuse and/or neglect by extracting data regarding names, addresses, social security numbers and any other demographics on a referral sheet entitled ("Wakanyeja Report") and other pertinent data with accuracy.
2. Collects information from collateral contacts to verify information on report form.
3. Keeps a detailed record of all national, state and tribal resources, agencies and programs in a directory for quick access.
4. Completes Title IV-E Hypothetical Applications as assigned by Intake/Investigations Supervisor.
5. Maintains data tracking system to determine number of Intake calls per month, number of ICWA calls received and forwarded, number of on-call reports per month, number of Title IV-E Hypothetical applications completed. Compiles data into a report to the Intake/Investigations Supervisor on a monthly basis.
6. Must completely understand and practice confidentiality and Front Door responsibilities.
7. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of child development, child protection, and foster care, and the operations of child welfare services.
2. Must demonstrate skills and knowledge in case coordination, child protection, and foster care, and the operation of child welfare services.
3. Must be alert and intelligent and able to maintain flow of work under pressure of constant demands.
4. Must be flexible and use good judgement in handling differing personalities and emergency situations.
5. Must be able to maintain accurate records.
6. Must have basic computer skills and knowledge of electronic records systems.

Qualifications:

1. Associates Degree in Social Work or Human Services preferred.
2. Must have High School Diploma or GED and 8 years of work experience.
3. Must have reliable transportation and 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)**

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