



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: November 20, 2019

Closing Date:

Until Filled

16-170	Family Support Service Case Manager (2)	Child Protection Services	Pine Ridge, So. Dakota
18-106	ICWA Technician	Child Protection Services	Pine Ridge, So. Dakota
19-032	Intake Specialist	Child Protection Services	Pine Ridge, So. Dakota
19-034	ICWA Specialist	Child Protection Services	Pine Ridge, So. Dakota
19-137	Family Support Service Specialist	Child Protection Services	Pine Ridge, So. Dakota
19-145	Staff Assistant	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 (2)
(Non-Exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: November 20, 2019

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 #18-106

Position: ICWA Technician
(Non-Exempt)

Salary: Grade Level 17/0
(\$27,014 per annum)

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: November 20, 2019

Closing Date: Until Filled

General Description of Duties:

The ICWA Technician will assist the director of staffing the Indian Child welfare cases. The ICWA Technician will provide intervention plans and work closely with the state and federal court systems on Indian Child Welfare cases. The ICWA Technician will also work with communities and counties to gather information of placement of children. The ICWA Technician will be under the supervision of the IV-B & ICWA Supervisor.

Specific Duties:

1. May travel to out of state court, if necessary, telephonic/skype mandatory and for transfer of children from courts to relatives.
2. Assist the state agencies in planning of ICWA cases.
3. Maintain reports on groups and assess individual case plans on ICWA cases in state court proceedings, provide input on behalf of tribal and state court proceedings, telephonic or in person.
4. Coordinate placements with CPS Family Recruiters, and CPS investigations, complete home studies, progress reports and assessments for all children/families under ICWA.
5. Develop follow-up and reunifications plans for families and children.
6. Prepare legal paperwork for the OST to intervene or transfer children for state courts backs to families.
7. Monitor placement of children when necessary.
8. Obtains enrollment data from IV-B Caseworkers
9. Responsible for identifying and locating relatives as possible placement resources for a child or sibling group that are placed in out of home care. Works in conjunction with the CPS Foster Parent Recruiter for client to relative placements throughout the reservation.
10. Responsibilities include contacting birth parents, extended family, Indian Child Welfare Agency Offices, Tribal Enrollment Offices and other State/Tribal Agencies.

11. Assist in community outreach coordination.
12. Establish and maintain effective and collaborative working relationships and demonstrate compassion, respect, courtesy, and tact when interacting with others.
13. Actively listen, elicit needed information and communicate effectively and accurately, both orally and in writing.
14. Utilize computerized data system and maintain training on system.
15. Prepare clear and concise documentation, reports, and correspondence that reflect relevant facts, compile baseline data on client caseload.
16. May be required to work a flexible schedule, which may include evenings, nights, holidays, and weekend hours.
17. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have a working knowledge of the Indian Child Welfare Act and the Oglala Sioux Tribal Court Juvenile code system.
2. Must adhere to all rules of confidentiality and the privacy act.

Qualifications:

1. Associates Degree in Social Work or related field. A.A. Degree **preferred**.
2. Must have High School Diploma/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)**

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 #19-032

Position: Intake Specialist
(Non-Exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: November 20, 2019
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)**

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 #19-034

Position: ICWA Specialist
(Non-Exempt)

Salary: Grade Level 17/0
(\$27,014 per annum)

Program: Child Protection Service

Location: Pine Ridge, So. Dak.

Opening Date: November 20, 2019

Closing Date: Until Filled

General Description of Duties:

The ICWA Specialist will provide primary management of Indian Child Welfare cases. The ICWA Specialist will provide input into intervention plans and work closely with State and Federal Courts systems on Indian Child Welfare cases. The ICWA Specialist will be under the supervision of the IV-B & ICWA Supervisor.

Specific Duties:

1. Provide counseling for clients before they go through State Court.
2. Assist State Agencies in planning of ICWA cases.
3. Maintain reports on groups and assess individual case plans on ICWA cases in State Court proceedings, provide input on behalf of tribal and state court proceedings.
4. Will have access for all referrals that include foster care and for counseling.
5. Responsible for transportation of children under ICWA.
6. Coordinate placements with investigations, home studies, progress reports and assessments for all children/families under ICWA.
7. Develop follow-up on Reunification Plans for families and children.
8. Prepare legal paperwork for the Oglala Sioux Tribe to intervene or transfer children from State Courts back to families.
9. Review all ICWA petitions; determine jurisdiction, intervention and monitoring.

10. Research eligibility through Enrollment Office and provide on-going management.
11. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Knowledge of the Indian Child Welfare Act and the Oglala Sioux Tribal Court Juvenile Code system.
2. Must adhere to all rules of confidentiality and the Privacy Act.
3. Must be able to communicate orally and compose written reports.

Qualifications:

1. Associates Degree in Social Work, Human Services or Social Sciences or related field **preferred**.
2. Must have H.S. Diploma/GED **and** 8 years of work experience.
3. Must have reliable transportation and a Valid Driver's License.

How to Apply:

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

Notice:

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

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

Vacancy Announcement #19-137

Position: Family Support Service Specialist
(Non-exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: November 20, 2019

Closing Date: Until Filled

General Description of Duties:

The Family Support Service Specialist is responsible for gathering detailed information from the public agency providers and community members regarding reports of alleged child abuse and/or neglect. The FSS Specialist works with the tribal court system including testifying when children are placed in the custody of the tribe. The FSS Specialist finds extended family and/or foster families for children when out of home placement is indicated. The FSS Specialist is under the supervision of the Intake Investigations Supervisor.

Specific Duties:

1. Review reports of child abuse and/or neglect by the Intake workers and screened by the Intake Investigations Supervisor.
2. Complete Risk Assessments with families alleged to have maltreated their children including assessments of safety threats to children.
3. Make determination about removal of children from unsafe environment and if a TECO needs to be filed with the Juvenile Prosecutor of the Oglala Sioux Tribal Court.
4. Must complete Court reports for 72-hour hearings and all other hearings while in investigations and prior to transfer to case management.
5. Provide intervention services with families after a determination has occurred that conditions in the home threaten child safety.
6. Provide ongoing safety management through out-of-home placement of child or an in-home safety plan when children remain in the home.
7. Identify and locate relatives for possible placement resources for children placed in out-of-home care in conjunction with the Family Recruiter if necessary.
8. Responsible for completion of Title IV-E Hypothetical application and submit Title IV-E and submit Hypothetical application with Court Order to State Determination Specialist for eligibility.
9. Must complete face-to-face visitation on a monthly basis while in investigations.
10. Must be On-Call as per schedule.
11. Generate a report of substantiation or non-substantiation and forward to supervisor for closure of transfer to case management for services.
12. Complete case transfer checklist to forward to Case Management Services.
13. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must be culturally sensitive, knowledgeable of Lakota protocol, experience with culturally diverse, strength-based service delivery approaches.
2. Must have knowledge of child development, child protection and foster care, and the operations of child welfare services.
3. Must be familiar with electronic records system to input data.
4. Must have the skills to apply policy and procedures related to the treatment and care of children and adolescents and related to effectively involve family members.
5. Must demonstrate skills and knowledge in case coordination and be able to communicate effectively orally and in writing.
6. Must be willing to use traditional and cultural means to achieve satisfactory results.
7. Must have knowledge and understanding of systems of care, wraparound services and strengths-based planning and service delivery.
8. Must be alert and intelligent and able to maintain flow of work under pressure of constant demands.
9. Must be flexible and use good judgment in handling differing personalities and emergency situations.
10. Must be able to work independently and maintain accuracy under pressure of meeting deadlines.
11. Must be able to maintain accurate records and documentation.
12. Must have basic computer skills.
13. Have a basic understanding of the investigative process.

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 #19-145

Position: Staff Assistant
(Non-exempt)

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

Program: Child Protection Services

Location: Pine Ridge, So. Dak.

Opening Date: November 20, 2019
Closing Date: Until Filled

General Description of Duties:

The Staff Assistant serves as the primary source of support to the Family Support Specialist and the supervisors of clinical services. The Staff Assistant must have the ability to work both independently and as member of a team. It is deadline driven, often requiring management of multiple or changing priorities. The Staff Assistant performs work that requires regular interface with individuals and groups from both the public and private sectors in varying positions, levels of authority and technical expertise. The Staff Assistant duties will consist of lifting boxes, filing of records and maintenance of purchase orders/payment vouchers and requires some physical strength and flexibility. The Staff Assistant will perform some receptionist duties that require clear communications and professional attitude/appearance. The Staff Assistant will be under the supervision of the Child Protection Services Program Director.

Specific Duties:

1. Answer telephone and route calls to the appropriate staff.
2. Provide day-to-day administrative support which includes overall office duties, general administrative support and documentation management.
3. Serve as the primary and first point of contact for both internal and external inquiries and requests.
4. Respond directly to requests and directs inquiries to the appropriate staff member as necessary.
5. Represent OST Child Protection Services in a positive way and keep information confidential.
6. Develop and maintain files (both electronic and hardcopy), track processes, procedures, operations, projects, communication tools, resources, etc.
7. Assist with event coordination such as foster parent trainings.
8. Draft correspondence and prepare reports as needed.
9. Create documents and presentations for internal and external use.
10. Track donations and send out thank you letters to donators and keep list updated of all donors.
11. Pick up mail at the post office and the tribal building for the OST Child Protection Service program.
12. Understand and adhere to code of ethics and practice for functional area.
13. Ensure alignment with OST Child Protection Service's values, goals, and directives in all work performance.

14. Ensure adherence to OST Child Protection Service policies in all matters of practice, contracts, communications, resources, personnel and reporting.
15. Create client files that are being assigned to Case Management and file all case file related documents on a weekly basis.
16. Responsible for checking out vehicles to workers and will maintain a vehicle maintenance system.
17. Collect time sheets and complete the bi-weekly attendance template to be submitted to OST Payroll Department and route timesheets to appropriate supervisor for approval prior to entering hours on the attendance template.
18. This is a full-time, regular, non-exempt position that at times may require overtime.
19. Maintain data tracking system for intake/investigations to capture quantitative data reporting purposes.
20. All other related duties as required by immediate supervisor.

Requirements and Knowledge:

1. Must have excellent communication, interpersonal, writing, grammar and word processing skills.
2. Knowledge of and can easily assess procedures and policies that apply to work within the office.
3. Experience in and a solid working knowledge of various software applications to create text documents, presentations, spreadsheets, and simple graphics (i.e. MS Office Word, Excel, Outlook, PowerPoint, PageMaker, etc.).
4. Must have a strong customer service attitude and approach, diplomacy and effective listening skills and attention to detail are crucial.
5. Must have strong organizational skills, creative problem-solving skills, and the ability to work well in an environment of change, pressure, and deadlines.

Qualifications:

1. AAS Office Automation or Technology Degree **preferred**.
2. Must have H.S. Diploma or G.E.D. and four (4) years of experience in an administrative support position.
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. 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.