



**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.oqlalalakotanation.info](http://www.oqlalalakotanation.info).

**Opening Date: November 9, 2018**

**Closing Date:**

**November 26, 2018**

18-119	EMS Field Supervisor	Ambulance Service	Kyle, So. Dakota
18-120	EMS - Basic/Intermediate/Paramedic (20)	Ambulance Service	Reservation Wide
18-121	Maintenance Technician	Child Care & Development	Reservation Wide
18-122	Correctional Officer (2)	Department of Corrections/AOF	Pine Ridge, So. Dakota
18-123	Correctional Officer (1-Male 1-Female)	Department of Corrections/JDC	Kyle, So. Dakota
18-124	Correctional Officer (7)	Department of Corrections/Justice Center	Pine Ridge, So. Dakota
18-125	Highway Safety Specialist	Department of Public Safety/Highway Safety	Pine Ridge, So. Dakota
18-126	Director	LIHEAP/CSBG	Pine Ridge, So. Dakota

## **RE-ADVERTISEMENTS**

16-086	Licensed Practical Nurse	Native Women's Health Care	Rapid City, So. Dakota
17-149	District Service Center Manager	OST Administration	Pine Ridge, So. Dakota
18-030	Learning Center Mentor (2)	Child Care & Development	Reservation Wide
18-031	Learning Center Supervisor	Child Care & Development	Pine Ridge, So. Dakota
18-038	Certified Nurse Assistant	Native Women's Health Care	Rapid City, So. Dakota
18-050	Administrative Assistant	Ambulance Service	Pine Ridge, So. Dakota
18-052	EMS Dispatcher (1)	Ambulance Service	Pine Ridge, So. Dakota
18-057	Nurse Assistant (CNA)	Residential Treatment & Detox Center	Pine Ridge, So. Dakota
18-058	Counselor Aide (1) (Female)	Residential Treatment & Detox Center	Pine Ridge, So. Dakota
18-083	Tractor Operator (1)	Road Maintenance	Reservation Wide
18-093	Director	Environmental Protection Program	Pine Ridge, So. Dakota
18-101	Office Manager	OTITIS Media	Pine Ridge, So. Dakota
18-103	Lead Cemetery Caretaker	Veterans Cemetery	Kyle, So. Dakota

**How to Apply:**

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

## Vacancy Announcement #18-119

Position: EMS Field Supervisor  
(Non-exempt)

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

Program: Ambulance Service

Location: Medic 5 – Kyle, So. Dak.

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

### **General Description of Duties:**

The EMS Field Supervisor will work on assigned shifts consisting of irregular hours. It is the responsibility of the EMS Field Supervisor to keep their units covered with the required staff on a 24/7 basis and be available to cover when unit is uncovered. The EMS Field Supervisor will render care of the sick and injured to the best of their ability and certification level utilizing any and all equipment available, stabilize the patient at the scene and continue care until the patient is successfully handed over the Emergency Room Staff. The EMS Field Supervisor will oversee the cleanliness and restocking of the unit. The EMS Field Supervisor will display a responsible and professional attitude at all times. The EMS Field Supervisor will be under the direct supervision of the Ambulance Director.

### **Specific Duties:**

1. Schedule staff to cover their assigned Ambulance Unit with two (2) certified personnel on a twenty-four (24) hour, seven (7) day basis.
2. Delegate coverage of shifts in order to minimize excessive overtime.
3. See all required paperwork is completed and turned in to administration on a timely basis, (i.e. trip sheets, mileage sheets, vehicle maintenance inspection sheets, unit checks sheets, unit inventory sheets and gas slips).
4. Responsible for corrective interviews and written reprimands according to OST Personnel Policies.
5. Refer recommendations of disciplinary action to the Ambulance Service Director.
6. Submit a monthly report on all runs taken by their respective staff and units.
7. Conduct monthly staff meetings with respective crew.
8. Work within the community by offering training in First Aid.
9. Respond to all calls in an Ambulance with an assigned shift partner.
10. Respond to all calls with red lights and sirens unless the call is known to be non-emergent.
11. Render care at the scene to the best of their ability utilizing any and all equipment on board the ambulance unit.
12. Provide emergency care to the extent of training and within the scope of certification and/or license level until the call is completed and the patient is successfully in the hands of the Emergency Room Staff.
13. Call in via radio/cell phone to the Emergency Department advising the patient status, physical findings and any treatment given in route and the ETA.
14. Administer treatment as ordered by the Emergency Room Staff prior to arrival of the patient in the Emergency Room within scope of practice.
15. Complete the trip log in full noting all treatment given, Name, Birth Date, Address and all other pertinent information and signatures needed.

16. Upon successful delivery of patient(s) to the Emergency Room, the unit will be restocked and cleaned, ready for the next possible ambulance call.
17. Maintain patient trip logs and mileage logs in an orderly manner.
18. Adhere to all company policies/procedures, protocols, and the OST Ambulance Service guidelines.
19. Conduct supervisory duties in a professional and unbiased manner and able to communicate with staff.
20. Comply with CEU requirements and maintain all relevant certifications and/or licenses.
21. Handle highly stressful situations as they occur.
22. Remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
23. Work irregular hours and rotating shifts.
24. Be on an on-call status as needed.
25. Assure that assigned base is clean and report any maintenance that is needed/required.
26. Perform other related duties as assigned by the immediate supervisor.

### **Requirements and Knowledge:**

1. Must comply with and have knowledge of the Privacy Act. (HIPAA)
2. Must have knowledge of the Tribal Policies and Procedures.
3. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
4. Must possess supervisory/management skills.
5. NIMS (National Incident Management System) must obtain within six (6) months of hire.
6. Must be able to lift, carry and balance 150 lbs. or more.
7. Must provide yearly physical examination and updated immunizations.
8. Must possess skills of all types of extrication.

### **Qualifications:**

1. Must have a High School Diploma or GED.
2. Must have minimum of two (2) years' experience working with a computer.
3. Must have a valid Driver's License, be insurable, and submit to a background check.
4. Must have a current SDBMOE License as an EMT-Intermediate/85 or higher.
5. Must have a current CPR card.
6. Must be certified in the Emergency Vehicle Operation Course (EVOC).

### **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 #18-120

Position: EMT Medic - Basic/Intermediate/ Paramedic  
(Non-exempt)

Salary: Grade Level 6/0 – 16/0  
(\$18,503 – 26,100 per annum)

Program: Ambulance Service

Location: Medic 1 – 2 Positions – Pine Ridge, SD  
Medic 3 – 6 Positions – Oglala, SD  
Medic 4 – 5 Positions – Kyle, SD  
Medic 5 – 3 Positions – Wamblee, SD  
Medic 8 – 4 Positions – Pine Ridge, SD

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

### General Description of Duties:

The EMT – Basic/Intermediate/Paramedic (B/I/P) will provide emergency care and transportation of the sick and injured from any location on the Pine Ridge Indian Reservation to the nearest medical facility capable of rendering care and provide transportation of patients referred by I.H.S. physicians to outside medical facilities upon request. The EMT – B/I/P will inform the hospital base of the patient's status, physical finding, any treatment given enroute and the estimated time of arrival. The EMT – B/I/P will complete in full the trip log noting all pertinent information on the patient and submit logs to the billing department. The EMT – B/I/P will be under the direct supervision of the EMS Field Supervisor.

### Specific Duties:

1. Work only the hours scheduled, hours outside of the schedule must be approved by the Field Supervisor.
2. Complete a unit inspection and the inspection form before beginning tour of duty assuring unit is in top running condition and adequately stocked.
3. Report any unit servicing needed to the GSA contact employee.
4. Respond to all calls in an OST Ambulance with an assigned shift partner.
5. Respond to all calls with red lights and sirens unless the call is known to be non-emergent.
6. Render care at the scene to the best of their ability utilizing any and all equipment on board the ambulance.
7. Provide emergency care to the extent of their training and within the scope of their certification level.
8. Stabilize the patient(s) at the scene; once inside the unit, the attending EMT will be the command EMT until the call is completed or the patient is turned over to a health care provider of higher training and certification.
9. Call in via radio/cell phone to the Emergency Room Department advising the patient status, physical findings and any treatment given enroute and the Estimate Time of Arrival.
10. Administer treatment as ordered by the Emergency Room staff prior to arrival of the patient in the Emergency Room.
11. Complete the patient care report in full noting all treatment given, Name, Birth Date, Address and all other pertinent information needed.

12. Responsible to see that all required signatures are obtained on the Patient Care Report.
13. Upon successful delivery of patient(s) to the Indian Health Services Pine Ridge Hospital Emergency Room staff, the unit will be restocked and cleaned, ready for the next possible ambulance call.
14. Maintain patient care report and mileage logs in an orderly manner.
15. Maintain a professional attitude at all times while on duty as an active member in public relations.
16. Comply with the OST Ambulance Service guidelines, Standard of Care and State Protocol.
17. Adhere to all company policies/procedures, protocols, and the OST Ambulance Service guidelines.
18. Handle highly stressful situations as they occur.
19. Remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
20. Work irregular hours and rotating shifts.
21. Be on an on-call status as needed.
22. Perform other related duties as assigned by the immediate supervisor.

### Requirements and Knowledge:

1. Must be able to pass the EVOC Course provided by the Oglala Sioux Tribal Ambulance Service within one (1) year.
2. Must be able to pass an annual skills course in all types of Vehicle Extrication.
3. Must comply with and have knowledge of the Privacy Act. (HIPAA)
4. Must submit to pre-employment drug testing as required by OST Human Resource Policies and Procedures.
5. NIMS (National Incident Management System) must obtain within six (6) months of hire.
6. Must be physical fit to be able to lift patient on to various Pre-care Hospital Stabilization Devices and cots.
7. Must provide yearly physical examination and updated immunizations.

### Qualifications:

1. Must have a High School Diploma or GED.
2. Must have a valid State Driver's License, be insurable, and submit to a background check.
3. Must possess a current South Dakota Emergency Medical Technician-Basic Certification or higher.

### 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 #18-121

Position: Maintenance Technician  
(Non-exempt)

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

Program: Child Care & Development

Location: Reservation Wide

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

### General Description of Duties:

The Maintenance Technician will be responsible for performing routine maintenance on the Child Care Learning Centers. The Maintenance Technician will be responsible for performing routine safety checks and providing minor repairs to Provider's homes. The Maintenance Technician will be responsible for ensuring the safety requirements are met for Child Care Provider's homes and Child Care Learning Centers. This position requires travel throughout the Reservation.

### Specific Duties:

1. Will perform outdoor safety improvements including but not limited to yard fencing, tilling and seeding, mowing, and removing unsafe debris.
2. Will perform indoor safety repairs and maintenance including but not limited to installing smoke detectors and carbon monoxide detectors, fire extinguishers, first aid kits and insect foggers.
3. Will also provide instruction on the usage of such items.
4. Will also perform routine maintenance work such as fixing leaky faucets, painting, fix/replace floor tiles and other basic carpentry tasks.
5. Will perform weatherization improvements including but not limited to window repairs/replacements, screen door replacement/repair, window screen repair.
6. Will work with Oglala Sioux Lakota Housing Authority staff to assure inspections are completed and passed on work done to Tribal housing.
7. Will complete monthly inspections and create punch list of safety or health hazards.
8. Will complete repairs or recommendations of monthly repair list.
9. Will provide routine maintenance of all outdoor play equipment.

10. Will be expected to assist other Child Care departments in completing overall program goals and objectives.
11. Other duties assigned that pertain to maintenance work.

### Requirements and Knowledge:

1. Must pass a pre-employment drug test.
2. Must have ability to communicate concisely and clearly both orally and in writing.
3. Must be able to perform heavy labor.
4. Must provide a current background check with no child related convictions.
5. Must demonstrate ability to follow directions and complete tasks assigned.
6. Must have general maintenance or carpentry skills.
7. Must be able to drive a truck with a flatbed attached.
8. Must be able to provide routine maintenance on vehicles such as oil changes, tire changes and cleaning.
9. Must have experience using power tools and mechanical tools.
10. Must have basic knowledge of building safety for young children.

### Qualifications:

1. Must have at minimum a high school diploma or equivalency.
2. Must have four (4) years of general carpentry or maintenance experience.

### How to Apply:

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

### Notice:

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

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

## Vacancy Announcement #18-122

Position: Correctional Officer (2)  
(Non-exempt)

Salary: Grade Level 20/0 – 25/0  
(\$29,951 – \$35,572 per annum)

Program: OST Department of Corrections  
**Adult Offenders Facility/AOF**

Location: Pine Ridge, So. Dak.

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

### General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in Correctional Institution. This involves a wide array of complex tasks related to all aspects of facility security, staff and inmate custody. This position is highly demanding because facility security, staff and inmate safety, and inmate care are directly dependent on the officer's skill in: 1) behavior management 2) leadership 3) crisis intervention 4) mediation 5) demonstration of fairness in all dealings with inmates 6) observation 7) time and task management 8) service referrals, and 9) documentation. The Correctional Officer is called upon daily to demonstrate each of these skills when working with inmates. The quality of the Officer's work is the foundation for effective direct supervision operations.

Inmates include male and females, both pre-adjudication and sentenced. Crimes range from tribal misdemeanor offenders to, in some instances, felony offenders, waiting transfer to federal courts/prisons. At times you will be dealing with inmates with handicap and physical/mental disabilities. The Correctional Officer has complete control over their assignment and post duties during their shift and maintains control over the inmates at all times. Lead Correctional Officer ensures that the work and methods used are accurate and in compliance with established procedures.

The facility Administrator and Lead Correctional Officers provides continuing supervision by indicating what are to be done, specifying limitations, and prioritizing tasks. The supervisor provides additional, specific instructions for new or unusual tasks. The Correctional Officer uses initiative in carrying out recurring assignments independently but refers problems and life-threatening situations not covered by instructions to a supervisor for final decision or other assistance. The Correctional Officer is responsible to (in this order) Lead Correctional Officer or designee, Lead Correctional Officer in Charge, Facility Administrator then the Director of Corrections

### Specific Duties:

1. Enforce standards, rules, and regulations provided in Standard Operating Procedures-Inmate Handbook-Direct Supervision-Interpersonal Communication-Manual and other Pertinent Manual pertaining to correctional operations guideline.
2. Provide for facility safety and security by providing 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.
3. Provide physical restraint application, non-lethal implement application, interpersonal communication skills and hands on techniques for the safety of the facility, staff and inmates following training guidelines.
4. Provide for the admission of criminal offenders, assigned or ordered to the facility. These activities entail fingerprinting, recording personal data, and storing personal belongings.
5. Provide preliminary interviews for physical/mental health and classification assessments.

6. Provide, coordinate, and supervise inmate services, cell checks, suicidal watch, activities, and programs established by the Facility Program Guidelines, Policy and Procedure Manual, Inmate Handbook, Program Schedule and other established program guidelines approved by the administrator.
7. Supervise inmate movement, pat searches, visual search (in accordance with Policy and Procedures), maintain discipline and prevent the introduction of contraband into the facility. Instruct inmates in housekeeping, sanitation and in the proper use and care of tools and equipment used in performing unskilled or semi-skilled work inside or outside of the facility.
8. Provide orientation and training on facility rules and procedures to volunteers and employees providing services to the inmate population.
9. Work closely with other criminal justice, medical/mental, governmental, and community officials to insure that the inmates' treatment or sentence requirements are being carried out according to the court's and/or program's direction.
10. Ensure that inmates are released from the facility according to established policies.
11. May work as assigned to intake, master control, transport, movement, and direct supervision officer by the Lead Correctional Officer on duty or commanding officer.

### Requirements and Knowledge:

1. Knowledge of commonly used federal and tribal laws and penal codes governing the incarceration of offenders.
2. Knowledge of basic correctional theory and techniques.
3. Ability to supervise and instruct inmates in a direct supervision environment.
4. Ability to learn standards and operational duties outlined in the Policy and Procedure Manual, Inmate Handbook, Direct Supervision Manual, Interpersonal Manual and other Manual established for the facility to govern inmates.
5. Must pass the Adult Offenders Training Program and the Indian Policy Academy Basic Correctional Officer Training Program within the first year of employment.

### Qualifications:

1. High School Diploma or G.E.D.
2. Must have a valid Driver's License.
3. Must be 19 years or older.
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

### 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 #18-123

Position: Correctional Officer (Male -1)  
(Non-exempt) (Female – 1)

Salary: Grade Level 20/0 - 25/0  
(\$29,951 - \$35,572 per annum)

Program: Department of Corrections/JDC  
*KiYuksa O'Tipi Reintegration Center*

Location: Kyle, So. Dak.

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

### General Description of Duties:

The Correctional Officer is responsible for the prompt and orderly operations, safety and security of the inmates and facility. The Correctional Officer is under the immediate supervision of the Lead Correctional Officer and directly supervised by the Facility Administrator.

### Specific Duties:

1. Responsible for, but not limited to, booking delinquent youths using the AEGIS Computer System, segregating youths, conducting pat and cell searches, cell checks, suicide watches, serving meals, medication dispensing, youth property storage, restraint application, inmate movement, assigning youth work assignments, completing the releasing inmate process and other duties pertaining to monitoring the youths.
2. Be willing to complete numerous paperwork such as telephone and visitor logs, meal counts, prisoner location verification report, daily activity logs, property inventory forms, admission forms, suicide screening forms, health screening forms, mental and sick call forms, daily statistics form, serious and facility incident reports and numerous forms that coincide with detention duties. All reports will be completed before tour of duty ends.
3. Be willing to ensure laundry duties are completed on a daily basis, monitor daily facility cleaning and complete inspections, storing property properly, administer personal hygiene products, inventory all cleaning and supplies complete perimeter checks, communicate with the youth and other duties pertaining to detention.
4. Address the daily public in a professional and courteous manner and be able to communicate with parent/guardian(s) and court personnel regarding juvenile cases.
5. Accompany and transport detained youth to the hospital for doctors' appointments, to the emergency room after hours and willing to stay with youth until properly relieved and able to transport youth to and from BIA agencies relaying point.

6. Be willing to stay extra hours and be able to cover multiple areas if needed in case of an emergency, cover shifts during extreme weather.
7. Be willing to gain knowledge and adhere to the tribal penal code, facility policy and procedure manual, juvenile handbook, training requirements.
8. Be willing to participate in mandatory drug/alcohol testing.
9. Be willing to complete other related duties assigned by the Lead Correctional Officer or Facility Administrator.

### Requirements and Knowledge:

1. Must have the ability to manage people, have a high moral standard, and be emotionally stable.
2. Must pass a physical examination submitted to the Department.
3. Indian Preference applies.
4. Bi-lingual in Lakota Language preferred.
5. Required to take Alcohol/Drug Test upon hire.
6. Must pass a background investigation check.
7. Must complete the Basic Correctional Officers Training Program at the Federal Law Enforcement Training Center in Artesia New Mexico with one (1) year of employment.

### Qualifications:

1. Must have a High School diploma or equivalent GED.
2. Preferred but not limited to one (1) year of successful institutional penal care for inmates
3. **Must be twenty-one (21) years of age.**
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.
6. Must have a valid Driver's License.

### How to Apply:

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

### Notice:

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

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

## Vacancy Announcement #18-124

Position: Correctional Officer (7)  
(Non-exempt)  
Salary: Grade Level 20/0 - 25/0  
(\$29,951 - \$35,572 per annum)  
Program: Department of Corrections  
*Justice Center Adult/Youth*  
Location: Pine Ridge, So. Dakota  
Opening Date: November 9, 2018  
Closing Date: November 26, 2018

### General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in detention or correctional institution. This involves a wide array of complex tasks related to all aspects of facility security, staff and inmate custody. Understand the sight and sound separation from adult and juvenile while incarcerated at the OST Justice Center, detention portion. This position is highly demanding, because facility security, staff and inmate safety, and inmate care are directly dependent on the officer's skill in, 1) behavior management 2) leadership 3) crisis intervention 4) mediation 5) demonstration of fairness in all dealings with inmates 6) observation 7) time and task management 8) service referrals, and 9) documentation. The Correctional officer is called upon daily to demonstrate each of these skills when working with inmates. The quality of the officer's work is the foundation for effective direct supervision operations.

Inmates include pre-adjudicated juvenile male, juvenile females, adult male and adult female with sight and sound separation. Crimes range from tribal misdemeanor offenders. In some instances, deal with felony offenders, waiting transfer to federal courts/prisons. At times you will be dealing with inmates with handicap and physical/mental disabilities.

### Specific Duties:

1. Responsible for, but not limited to, booking prisoners using the AEGIS Computer System, segregating inmates, conducting pat and cell searches, cell checks, suicide watches, serving meals, medication dispensing, inmate property storage, restraint application, inmate movement, assigning inmates work assignments, completing the releasing inmate process and other duties pertaining to monitoring the inmates.
2. Be willing to complete numerous paperwork such as telephone and visitor logs, meal counts, prisoner location verification report, daily activity logs, property inventory forms, admission forms, suicide screening forms, health screening forms, mental and sick call forms, daily statistics form, serious and facility incident reports and numerous forms that coincide with detention duties. All reports will be completed before tour of duty ends.
3. Be willing to ensure laundry duties are completed on a daily basis, monitor daily facility cleaning and complete inspections, storing property properly, administer personal hygiene products, inventory all cleaning and supplies complete perimeter checks, communicate with the inmate and other duties pertaining to detention.
4. Address the public in a professional and courteous manner and be able to communicate with parent/guardian(s) and court personnel regarding juvenile and adult cases.

5. Accompany and transport detained inmates to the hospital for doctors' appointments, to the emergency room after hours and willing to stay with inmate until properly relieved and able to transport inmate to and from JDC for youth in Kyle or the AOF if adult.
6. Be willing to stay extra hours and be able to cover multiple areas if needed in case of an emergency, cover shifts during extreme weather.
7. Be willing to gain knowledge and adhere to the tribal penal code, facility policy and procedure manual, juvenile handbook, training requirements, and be willing to complete the Indian Country Correctional Officers Training Program at the Federal Law Enforcement Training Center in Artesia New Mexico with one (1) year of employment.
8. Be willing to participate in mandatory drug/alcohol testing.
9. Be willing to complete other related duties assigned by the Lead Correctional Officer, Facility Administrator or Director of Corrections.

### Requirements and Knowledge:

1. Preferred but not limited to one (1) year of successful institutional penal care for inmates
2. Must have the ability to manage people, have a high moral standard, and be emotionally stable.
3. Must pass a physical examination submitted to the department.
4. Indian Preference applies.
5. Bi-lingual in Lakota Language preferred.
6. Required to take Alcohol/Drug Test upon hire.
7. Must pass a background investigation check.

### Qualifications:

1. Must have a High School diploma or equivalent GED.
2. Must be twenty-one (21) years of age.
3. Must have a valid driver's License.
4. No misdemeanor or convictions in the past year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

### 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 #18-125

Position: Highway Safety Specialist  
(Non -exempt)

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

Program: Department of Public Safety  
Law Enforcement Services –  
BIA Highway Safety Grant

Location: Pine Ridge, So. Dakota  
(Pine Ridge Reservation)

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

### General Description of Duties

This position is under the direct supervision of the Captain of Highway Safety, Department of Public Safety. Will create and present school, tribal, and community presentations, assist the HSOs in Observational Seatbelt surveys, responsible for planning, scheduling, and advertising public and community events on traffic safety awareness. This position is responsible for maintaining a flex schedule to ensure that during mobilizations data is collected and prepared for input and analysis. Responsible for contacting schools, officials, communities and setting up schedules for presentations, health fairs, and community awareness. Must be able to give presentations and speak publicly

### Specific Duties:

1. This position has the duties and responsibilities of providing education and outreach to communities through presentations and awareness.
2. Coordinates with the GIS Specialist on location and conditions of crash sites and DWI/DUI arrest sites to pin point problem areas.
3. Will work closely with the Captain of Highway Safety, Project Coordinator, and Highway Safety Officers.
4. This position will have access to the law enforcement reporting database for statistical purposes.
5. Type, proofread and process variety of statistical charts and graphs.
6. Utilize computers and computer software to perform and complete tasks in Microsoft Office, Excel, Outlook, PowerPoint, Publisher, TRACs, and Zuercher software modules.
7. Enter all traffic citation data, crash data, and DWI/DUI data into a database to track and analysis.
8. Collaborate with tribal entities on traffic safety issues.
9. Will create presentations for HSOs to present at school, tribal and community events.
10. Ability to work independently without constant supervision and able to make decisions using good judgement.
11. Conduct community awareness and give presentations on Highway Safety topics and issues.

12. Will perform related duties as assigned.

### Requirements and Knowledge:

1. Must have knowledge and experience working in statistical database
2. Must have excellent computer and electronic skills.
3. Physically capable of handling job requirements, working outdoors in inclement weather.
4. This position will review and fully understand the Oglala Sioux Tribe Traffic Ordinance and all Federal and State requirements regarding traffic violations and crash data input.
5. Adheres to the confidentiality of information, follows OST Policies & Procedures, and abides by all the requirements of the BIA IHSP Agreement.
6. Have basic mathematical skills.
7. Must have to ability of extracting, compiling raw data for purposes of obtaining constructive information that can be applied to formulating conclusions, predicting outcomes or supporting decisions.
8. Must have the ability to communicate concisely and clearly both orally and in writing.
9. Must comply with the Drug Free Policy and submit to random drug testing.
10. Must pass a background investigation and be properly adjudicated in accordance with 25 CFR.

### Qualifications:

1. Associate Degree **preferred**, High School Diploma/GED **required**
2. Must have four (4) years of work-related experience.
3. Must have a valid driver's license
4. Must have vehicle insurance (**Liability coverage required**)
5. Must be **twenty-one (21) years** of age.
6. Must have no felony convictions in lifetime
7. Never been convicted of domestic violence
8. Must have no misdemeanors in the past year.

### 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 #18-126

Position: Director  
(Exempt)

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

Program: LIHEAP/CSBG

Location: Pine Ridge, So. Dak.

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

### General Description of Duties:

The Director will provide home energy assistance to low-income households through payments to eligible households or their energy suppliers. The Director will be under the Supervision of the Administrative Officer for the Health and Human Services Programs with oversight by the HHS Committee.

### Specific Duties:

1. Administer programs in accordance with program specific guidelines.
2. Maintain and develop yearly program contracts and grants as required.
3. Develop and amend programs within program statutes, to better meet the needs of the people.
4. Develop applications and submit required online reporting requirement to Funding Agencies and the Tribe.
5. Supervision of day-to-day program operations.
6. Work with other supportive agencies in acquiring needed services.
7. Review and authorize all program expenditures including purchases, travel, payroll, etc.
8. Attend Tribal Program Directors meetings as required.
9. Attend formal program training programs as needed.
10. Hold staff meetings as often as needed to insure effective and efficient operation of the program.
11. Will be required to submit for one grant opportunity annually.
12. Develop a system for data collection tracking

### Requirements and Knowledge:

1. Fluency in Lakota (Bi-lingual) preferred.
2. Must possess knowledge of establishing and maintaining cuff accounts and be familiar with financial report writing, budget modifications, etc.
3. Must possess good communication skills.
4. Must possess grant/proposal writing skills.
5. Must have knowledge in Microsoft Office or related computer program applications
6. Gain knowledge of appropriate OMB Circulars
7. Gain knowledge of OST Management Systems

### Qualifications:

1. Must have a Bachelor's Degree in the area of Business Management or related field
2. Two (2) years of work experience in management/supervisory
3. Must have six (6) months of computer experience.
4. Must possess a valid Driver's License

### How to Apply:

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

### Notice:

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

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

**RE-ADVERTISED**

**Vacancy Announcement #16-086**

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

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

**General Description:**

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

**Specific Duties:**

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

15. Other related duties as assigned by the immediate supervisor.

**Requirements and Knowledge:**

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

**Qualifications:**

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

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #17-149**

Position: District Service Center Manager (1)  
(Non-exempt)

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

Program: OST Administration

Location: **Pine Ridge District CAP**

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

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

**Specific Duties:**

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

10. Willing to collaborate with other entities.
11. All other related duties as assigned by the Supervisor.

**Requirements and Knowledge:**

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

**Qualifications:**

1. Must have an A. A. in Business Administration or a High School/GED with eight (8) years' experience in a related field.
2. Must possess a valid Driver's License and be insurable under the OST.
3. Qualified District members will be given priority in the selection. Proof of residency may be required.

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-030**

Position: Learning Center Mentor (2)  
(Non-exempt)

Salary: Grade Level 2/0  
(\$16,124 per annum)

Program: Child Care & Development

Location: Pine Ridge, So. Dak. (1)  
Kyle, So. Dak. (1)

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

The Learning Center Mentor will be responsible for planning and providing safe activities for the children enrolled in the Learning Centers. Activities will include cultural, recreational, education and skill building activities, collaborative efforts with Reservation Schools and other youth serving agencies. The Learning Center Mentor will be supervised by the Learning Center Supervisor.

**Specific Duties:**

1. Will be responsible for planning and implementing youth activities for the children in the Learning Center.
2. Will collect information on children and plan daily activities according to the child's individual needs.
3. Will supervise activities for safety and entertainment.
4. Will need to participate in physical activities.
5. Will provide a wide range of activities for children in the Learning Center.
6. May have to handle conflicts that may arise with participants and parents.
7. Conduct daily cleaning duties.
8. May be required to provide coverage in other Learning Centers.

**Requirements and Knowledge:**

1. Must be able to work with children and families.
2. Must be prompt and dependable
3. Must pass an Alcohol and drug test
4. Must pass a yearly physical and TB test
5. Must be able to lift objects weighing up to 50 pounds
6. Must demonstrate good oral and written skills.
7. Must demonstrate conflict resolution skills with children and parents.
8. Must carry and inherent personal commitment to uphold laws and the integrity to preserve the confidence of the public, peers, supervisor, and children of the Oglala Lakota Nation

**Qualifications:**

1. Must have a High School Diploma.
2. Must pass a background check with no child related or violent convictions.

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-031**

Position: Learning Center Supervisor (1)  
(Exempt)

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

Program: Child Care & Development

Location: Pine Ridge, So. Dak.

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

The Supervisor will implement overall program planning, maintain and organize all record keeping for all entities involved. The Supervisor will serve as teacher/caregiver/cook when needed. The Supervisor will be under the director supervision of the Learning Center Coordinator.

**Specific Duties:**

1. Organize and maintain an office filing system for all entities involved.
2. Establish and maintain record keeping for all children enrolled in the program.
3. Supervise personnel and complete evaluations.
4. Coordinator training for Organization (staff and families).
5. Monitor performance indicators for all children as needed for formative and summative evaluation reports
6. Evaluate and maintain progress of program goals and objectives.
7. Assist in the supervision of all children
8. Implement proper use of language, voice tone, and manners to serve as role models
9. Follow proper procedures in reporting child abuse/neglect
10. Use proper guidance techniques

**Requirements and Knowledge:**

1. Possess good written and verbal communication skills

2. Must be able to lift a child weighing 30 lbs or more if necessary
3. Must have ability to work with parents and community
4. Ability to maintain an environment that ensures safety, healthy environment for the child
5. Ability to maintain an environment that is conducive to learning and to physical growth
6. Able to provide supportive social/emotional atmosphere for all children
7. Possess commitment to professionalism
8. Must submit a physical with a negative TB test
9. Must submit to pre-employment drug test and subject to a periodic random drug test.
10. Must have First Aid and CPR training

**Qualifications:**

1. Possess one or more of the following: CDA certification or AA Early Childhood or related education field
2. Must have a minimum of six (6) months experience supervising staff
3. Must have a valid Driver's License
4. Must pass a background check with no child related or violent convictions.

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-038**

Position: Certified Nurse Assistant (CNA)  
(Non-Exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Native Women's Health Clinic  
Location: Rapid City, So. Dak  
Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

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

**Specific Duties:**

1. Maintain patient Privacy and Confidentiality at all times.
2. Perform general patient care which may include vital signs, external fetal monitoring, blood glucose testing, chole-sticks, urine HCGs and lab testing.
3. Screen patients for chief complaints, vital signs, HCG or urine testing as indicated, LMP, Pain, G-P-A-L, documenting in the appropriate location of PCCs, Hollister, and NWHC Chart and EHR.
4. Review chart at time of screening for outstanding lab reports, etc. Obtain copies from RN or unit clerk
5. Prepare patients for examination, explaining what is to be expected during the exam. Screen for activity level, second hand smoke, tobacco use, depression, alcohol use, and intimate partner violence.
6. Prepare equipment needed in exam rooms and aids provider during treatment, examination and testing of patients. This may include annual exams, endometrial biopsy, Colposcopies, IUD insertions, FFN, HSV cultures, and minor surgical office procedures.
7. Cleans contaminated and/or used medical equipment according to the procedures outlined and performs appropriate packing and sterilization.
8. Maintain exam rooms for standardized supplies and materials. Check for expired supplies and remove from rooms.
9. Maintain an adequate supply of medical supplies by monitoring available user levels, preparing a list of supplies needed, typing requisitions and placing the orders in cooperating with the identified vendor.
10. When supply orders are delivered, must check in supplies assuring accurate receipt, place supplies in the proper storage areas.
11. Date stamps all labs as received via RC IHS lab. Prepares all lab reports for RN review by evaluating for restricted charts, copying all age specific Pap smears for AWC file, log in all tissues, GC/CT, GBS on Lab log book.
12. Maintain surgical instrument sterility by cleaning, wrapping and autoclaving them according to the established procedures

13. Perform autoclave spore testing monthly, log results. Abnormal results are to be reported immediately to the Nurse Manager, and all involved sterile instruments removed immediately from patient care areas.
14. Attend all mandatory meetings and in-services. Attend a minimum of one educational program annually. Participate in professional development activities.
15. Other related duties as assigned by the immediate supervisor.

**Requirements and Knowledge:**

1. Must possess knowledge of clinic operations.
2. Must have knowledge of examination, diagnostic, and treatment room procedures.
3. Must have the ability to screen incoming calls for referral to the nurse or physician.
4. Must have knowledge of common safety hazards and precautions to establish a safe working environment.
5. Must have skills in using various types of equipment for examination and treatment procedures
6. Must have skills in taking vital signs.
7. Must have skills in maintaining records utilizing legal documentation practices and documentation in patients' chart and in EHR as appropriate.
8. Must have skills in establishing and maintaining effective working relationships with patients, medical staff and the public.
9. Must have the ability to recognize problems and recommend solutions.
10. Must have the ability to react calmly and effectively in emergency situations.
11. Must possess hearing/sight, senses or use of prosthetics that will enable these senses to function adequately to perform job requirements.
12. Must be flexible in working hours when necessary, and to assume additional duties/responsibilities as assigned. The clinic is open Monday through Friday, 8:00 am – 4:30 pm. Working beyond 4:30pm is a possibility for some practices.
13. Able to communicate verbally or in writing using the English language.

**Qualifications:**

1. Must have a High School Diploma or GED.
2. Certification as a Nurse's Aide (CNA)

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-050**

Position: Administrative Assistant  
(Non-Exempt)

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

Program: Ambulance Service

Location: Pine Ridge, So. Dak.

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

The Administrative Assistant will work closely with the Ambulance Service Director and the field supervisors in administering the success of the Ambulance Service. The Administrative Assistant is responsible for maintaining the daily operations in the Ambulance Service business office. The Administrative Assistant assures the billing department is receiving and billing for all available insurance funds. The Administrative Assistant assures all trips statistical information is recorded. The Administrative Assistant maintains accurate expenditure reports through cuff accounts. The Administrative Assistant supervises the office staff and works under the direct supervision of the Ambulance Service Director.

**Specific Duties:**

1. Work closely with the Ambulance Director and Health Administrator for continual program improvement.
2. Maintain a good working relationship with organizations and assist in coordinating program operations to assure smooth service.
3. Monitor revenue received through third party billing and other sources.
4. Monitor program expenses to keep within the approved budgets.
5. Assure cuff account expenses are continuously updated for all accounts.
6. Prepare a monthly expense report for all accounts for the Director
7. Prepare budget modifications for the Director.
8. Keep the Director informed of all activities, which occur within the program office.

9. Work with the Director to ensure that all bills are paid and current.
10. Other duties as assigned.

**Requirements and Knowledge:**

1. Must have knowledge of P.L. 93-638 guidelines and the Master Comprehensive Health Services contract guidelines.
2. Must have knowledge of HIPAA.
3. Must have knowledge of computers and various software applications
4. Must have knowledge of and comply with Tribal Policies and Procedures.
5. Must be capable of handling highly stressful situations as they arise.
6. Must have solid ability to exercise tact and judgment in working with others
7. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.

**Qualifications:**

1. Must have an A.A. in a business or related field.
2. Must have five (5) years supervisory or management experience.
3. Must possess valid Driver's License.

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-052**

Position: EMS Dispatcher (1)  
(Non-exempt)

Salary: Grade Level 1/0  
(\$15,579 per annum)

Program: Ambulance Service

Location: Pine Ridge, So. Dak.

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

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

**Specific Duties:**

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

13. Consult supervisor on non-routine matters.
14. Responsible for cleanliness of the communication center.
15. Other related duties as assigned by the immediate supervisor.

**Requirements and Knowledge:**

1. Must successfully pass a background investigation.
2. Must have excellent communication skills via telephone and radio transmissions.
3. Must comply with and have knowledge of the Privacy Act (HIPAA).
4. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
5. Must be knowledgeable in the tribal policies and procedures.
6. Must obtain within six (6) months of hire the NIMS (National Incident Management System) 100 & 200 certification.
7. Must be able to pass the EMD program within 6-12 months of hire and maintain certifications during employment.
8. Must have working knowledge of the surrounding geography as to best determine responses among districts and to ensure continuous coverage throughout all districts.
9. Must have the ability to interpret maps, radio codes, and data received from a number of sources.
10. Must have the ability to handle high stress situations as they occur.

**Qualifications:**

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

**How to Apply:**

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

**Notice:**

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

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



**RE-ADVERTISED**

**Vacancy Announcement #18-057**

Position: Nurse Assistant (CNA)  
(Non-exempt)

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

Program: Residential Treatment and Detox Center

Location: Pine Ridge, So. Dak.

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

Responsible for maintaining the cleanliness of the medical screening areas of the facility as well as assisting with client needs through the detox and stabilization process. The Nurse Assistant will operate within their scope of work to assist the medical staff to ensure clients are safely detoxified and ready to transition into treatment. Within the residential treatment center, the Nurse Assistant will provide supervision to clients and will be responsible for the dispensing of client medication. The Nurse Assistant works the shift assigned, which may be 8 am to 4:30 pm; 2:30 pm to 10:00 pm; or 10:00 pm to 8:00 am. Will be under the direct supervision of the program director.

**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 client services using ALO's data management system in a manner that is timely and accurate.

**Technical**

1. Administer medications and treatments as directed by a physician or nurse.
2. Clean rooms and change linens.
3. Prepare, serve, and collect food trays.
4. Provide patients with help walking and exercising.
5. Work as part of a medical team that examines and provides behavioral health treatment.
6. When required, collect specimens such as urine, feces, or sputum.
7. Explain medical instructions to patients and family members.
8. Maintain inventory by storing, preparing, sterilizing, and issuing supplies.
9. Observe patients' conditions, measuring and recording food and liquid intake and output and vital signs, and report changes to professional staff.
10. Perform clerical duties such as processing documents and scheduling appointments.

11. Assist with client supervision.

**Other Client and Public Services**

1. Transport clients when required.
2. Participate in regular staff meetings.
3. When requested, prepare and deliver information related to the health consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professionalism within the workplace and communicate in a manner that conveys respect for co-workers and clients.
5. Perform all other duties as assigned by the direct supervisor/program director.

**Requirements and Knowledge:**

1. Must demonstrate competence working with members of the Oglala Sioux Tribe.
2. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
3. Must abide by the Anpetu Luta Otipi Policies and Procedures.
4. Must be patient, positive, and friendly to clients, the public, and co-workers.

**Qualifications:**

1. Must have obtained a high school diploma or GED certificate.
2. A Certified Nurse Assistant (CNA) **preferred** or must obtain CNA certification **within the 90-day** probation period **required**.
3. Must have a valid driver's license and be insurable under the OST 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)***

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-058**

Position: Counselor Aid (1) (Female)  
(Non-exempt)

Salary: Grade Level 11/0  
(\$21,976.00 per annum)

Program: Residential Treatment and Detox Center

Location: Pine Ridge, So. Dak.

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

The Counselor Aide provides assistance to Anpetu Luta Otipi's clinical addiction treatment team in both the residential and outpatient treatment setting. Within the residential program the Counselor Aide is primarily responsible for the supervision of clients during routine daily activities and special events. The Counselor Aide coordinates life skills, educational, recreational, and other non-clinical services to enhance the overall quality of services clients receive. Within the residential program the Counselor Aide provides supervision to clients 24 hours a day/7 days a week. The Counselor Aide works shifts assigned by a manager or the Treatment Coordinator. In the outpatient program, the Counselor Aide assists clients with the admission process, provides data entry, organizes client files, assists with the arrangement of services, and may help a counselor facilitate large groups. Under the direct supervision of the program director.

**Specific Duties:**

**Administrative**

1. File all client data in accordance with program policies and procedures.
2. Assist primary counselors/ case managers with preparation and completion of client files, which includes data entry.
3. Complete documentation of client activities and daily disposition by the conclusion of each shift.
4. Complete documentation of client medication dispensed by the conclusion of each shift.
5. Participate in shift change reports.
6. Attend all required in-service training, staff meetings, and other training as requested.

**Client Supervision & Program Assistance**

1. Supervise residential clients at all times during duty hours.
2. Assist with client admission and orientation for both residential and outpatient facilities.
3. Transport clients for appointments, program sanctioned activities, and to referral agency sites.

4. Facilitate educational and life skills groups.
5. Promote Anpetu Luta Otipi programs and services during community informational fairs and other special events.
6. Perform all other duties as assigned.

**Requirements and Knowledge:**

1. Must be able to demonstrate previous experience and cultural competency in working with American Indian clients.
2. Must participate in all required staff development training.
3. Must have functional knowledge of Microsoft Office Suite software including Word, PowerPoint, Publisher, and Excel.
4. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
5. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
6. Must be able to respond to any client emergency during work/duty hours.
7. Must abide by Anpetu Luta Otipi program policies and procedures.
8. Must take and pass a physical exam and TB skin test.
9. 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:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-083**

Position: Tractor Operator (1)  
(Non-exempt)

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

Program: Transportation  
Roads Maintenance

Location: Reservation Wide

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

The Tractor Operator duties consists of mowing along roadways, ditches, approaches, repair of road break-up, sign repair/replacement, operating field type tractor and attached or towed equipment. The tractors operated typically have 4 wheels and up to 8 forward gears and are steered with a conventional steering wheel. The equipment typically requires multiple connections to the tractor and adjustments such as setting the depth of plow blades or the height of mower blades. Operator will be required to fill out daily forms from the BIA Form Project Work Orders, 5803's, and Daily Road Maintenance Report, 5804's. The Tractor Operator is under the direct supervision of the OST Roads Maintenance Foreman.

**Specific Duties:**

- 1 Be familiar with regulations relating to use/misuse of Tribal vehicles.
- 2 Operate both the tractor and equipment and be able to manipulate both the tractor and equipment at the same time.
- 3 Responsible for operating in a safe manner at the work site and while in transit on public roads.
- 4 Completed work is checked for compliance standards operating practices and special instructions.

**Requirements and Knowledge:**

- 1 Must be able to operate under difficult conditions such as mud or terrain.
- 2 Must have knowledge of tractor gears, power ratios, braking and turning capacities; and equipment power requirements, capacities, and operating speeds.

**Qualifications:**

- 1 Must have a High School Diploma or GED
- 2 Must have a minimum of two (2) years' experience or training/education in related field.
- 3 Must have a valid Driver's License (CDL 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 transcripts and/or college degree, certificate of Indian Blood if claiming Indian Preference and DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-093**

Position: Director  
(Exempt)

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

Program: Environmental Protection

Location: Pine Ridge Reservation

Opening Date: November 9, 2018  
Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

The Environmental Protection Program Director will be responsible for implementing all U.S. Environmental Protection Agency Grants as pertaining to the Environment. Implementation will include coordination of all administrative activities performed under these grants. The Environmental Protection Program Director will be under the supervision of the OST Administrative Officer for Land and Education Programs and shall work under the advisement of the OST Land Committee.

**Specific Duties:**

1. Coordinate all activities performed under the U.S. EPA General Assistance Program and all other grants pertaining to the EPA Program.
2. Management of all Pertinent Federal Contracts.
3. Oversight on existing Environmental Codes and assist in development of new Environmental Codes.
4. Maintain updated knowledge of State and Federal Laws, rules, regulations and action that effect reservation management of environmental related issues.
5. Organize, maintain and administer the Tribe's Office of Environmental Protection Program, including the supervision and support of staff, consultants and volunteers.
6. Solicit and obtain public and private funding to operate and support the Tribe's

- Environmental Protection Programs and implement its overall action plan.
7. Will be required to submit for one grant opportunity annually.
  8. Provide administrative, technical and informational support and assistance to the Tribe's Land Committee and Environmental Health Technical Team.
  9. Other related duties as assigned.

**Requirements and**

1. Must have the ability to speak before large groups to promote the Tribe's position on environmental issues.
2. Must be willing to obtain additional training as it pertains to the program.

**Qualifications:**

1. Must have a Bachelor's Degree in Business Management or Natural Resources
2. Must have a minimum of two (2) years' work experience
3. Must have a valid South Dakota Driver's License and be insurable under OST.

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-101**

Position: Office Manager  
Salary: Grade Level 16/0  
(\$26,099 per annum)  
Program: OTITIS Media  
Location: (IHS) Pine Ridge, So. Dak.  
Opening Date: November 9, 2018  
Closing Date: November 26, 2018  
\*\*\*\*\*

**General Description of Duties:**

The purpose of this position is to serve as Assistant to the Director, and to assist with all clerical duties, in order to provide efficient services to: clients, visitors, and other health care providers under the direction of the OTITIS Media Director.

**Specific Duties:**

1. Serves as acting Director when Program Director is out of office.
2. Assists with the OST Master Health Specialty Clinics as assigned.
3. Keeps work area neat and clean.
4. Assists the Director in keeping and updating a system for patient referrals received from Outpatient Department, outlying clinics, and Pine Ridge Area Schools.
5. Continues to maintain and update files on all invoices, payments—copies of checks for both the Oglala Sioux Tribe and Indian Health Services.
6. Maintain record confidentiality and safeguards medical information, adhering to the Rules and Regulations of the Privacy Act of 1974, and abides by the HIPAA regulations.
7. Has a courteous and professional attitude and shows respect with interactions with the professional co-workers, patients, co-workers of other hospital departments and the general public. Complies with the dress code and has a neat personal appearance.
8. Attends training that is mandatory or recommended to improve and update knowledge and skills given by both the Indian Health Service and Oglala Sioux Tribe.
9. Order supplies from Property and Supply Department of the Indian Health Service and Oglala Sioux Tribe. Prepares travel authorizations, travel reports, payroll, and maintains the Cuff Account of program expenses.
10. Responsible for program budget and all budget modifications, prepares for directors' signature.
11. Compiles all monthly program data and statistics, and submits to the Director for monthly reports.
12. As other duties assigned by supervisor/director.

**Administrative duties include:**

1. Receives phone calls and assesses the patients' need for routine, urgent and emergent appointments with the appropriate provider and clinic.
2. Answers inquiries of a general nature by: physician staff, other departments, visitors, and patients, assists them in a friendly

- and cooperative manner: and uses proper telephone etiquette, **keeping personal telephone calls to a minimum.**
3. Keeps patient records in order with all forms properly identified; copies and complies other data as directed; coordinates appointments with other departments.
  4. Assists with the corrective action to reschedule appointments and notifies patients when there is a change in the provider schedule or cancellation of appointments. Instructs patients regarding what is expected from them in keeping appointments.
  5. Assists the Doctor and Audiologist during clinic hours as necessary with the scheduled ENT and Audiology patients and accommodate the medical and personal needs of patients, as well as the providers.
  6. Ability to remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
  7. Responsibility for adhering to all IHS/OST Policies/Procedures, protocols, and the OST Otitis Media Program guidelines.
  8. Assist in overseeing that the Medical providers will sign-off on all chart reviews from previous surgeries, visits and dictations, and all PCC's after each clinic day.

**Requirements and Knowledge:**

1. Knowledge of Medical Terminology
2. Knowledge of computers and willing to learn computer applications
3. Knowledge of the HIPAA, the privacy standards of the Tribal Health Care, and also Indian Health Service organizations
4. Knowledge of the OST TRIBAL ACCOUNTS PAYABLE SYSTEM
5. Required to obtain a Basic Life Support Certificate, **within six (6) months of hire.**
6. Required to obtain training and certification in Occupational Hearing Conservation (CAOHC) from the Council of Accreditation, **within six (6) months of hire.**

**Qualifications:**

1. Associates Degree preferred **or** High School/GED with a minimum of eight (8) years' work experience
2. Must have a valid Driver's License

**How to Apply:**

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

**Notice:**

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

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

**RE-ADVERTISED**

**Vacancy Announcement #18-103**

Position: Lead Cemetery Caretaker  
(Non-exempt)

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

Program: OST Veterans Cemetery

Location: Kyle, South Dakota

Opening Date: November 9, 2018

Closing Date: November 26, 2018

\*\*\*\*\*

**General Description of Duties:**

The Lead Cemetery Caretaker maintains cemetery grounds, maintains facilities and equipment. The Lead Caretaker performs the initial inspection, instillation and ongoing maintenance of headstone markers and niche covers. The Lead Cemetery Caretaker will do various office duties when needed. (e.g. accounts payable vouchers, requisition forms ect.) Coordinates burials that comply with NCA (National Cemetery Association) standards. The Lead Cemetery Caretaker is responsible for upholding all applicable NCA standards and regulations. The Lead Cemetery Caretaker supervises the Cemetery Caretaker and contracted workers when needed. The maintenance of the building, including janitorial of the facilities, landscaping and grooming of the grounds. Which also includes a one mile stretch of highway, adopted by the cemetery. The Lead Cemetery Caretaker is under the direct supervision of the Cemetery Administrator.

**Specific Duties:**

1. Operate various types and sizes of equipment (both large and small) used in the maintenance of cemetery grounds. This equipment includes; frontend loader, small tractors, gas powered hand mowers, shrubbery trimmers and shears. Various bobcat attachments; e.g. snowplow, mower, forklift, loader.
2. Securing of grounds and gates.
3. Post and retire flags when weather permits.
4. Secure building, check and lock each door.
5. Maintain all vehicles and equipment according to maintenance schedules, keep record logs of vehicle maintenance.
6. Leads in the internment procedures, preparing gravesite, lowering remains, returning grounds to acceptable standards.
7. Coordinate burials with local Honor Guard units.
8. Prepare committal shelter for services, with respect to family wishes, keeping in mind NCA standards and military protocol.
9. Dig, backfill and dressing of internment site using heavy equipment and various hand tools.
10. Leads in digging headstone holes using various hand tools.

11. Leads in setting headstones using proper alignment procedures in accordance to NCA standards.
12. Leads in setting section markers in appropriate locations.
13. Maintain cleanliness of headstones.
14. Lead in unloading of headstones, reporting any noticeable defects after thorough visual inspection at time of delivery.
15. Other duties as assigned by immediate supervisor.

**Requirements and Knowledge:**

1. Knowledgeable of the in- building water, grounds water, electrical system, able to read building construction blueprints.
2. Knowledgeable of the complete layout of cemetery grounds, including future expansion.
3. Must be able to perform maintenance on all equipment.
4. Must be able to perform gardening and landscaping tasks. Which include planting, transplanting and pruning of trees, shrub and plants.
5. Knowledge of duties, procedures, functions, and applications on proper ground maintenance procedures and interment procedures.
6. Knowledge of irrigation system and proper maintenance of system. (e.g. timers, valves, gates, sprinkler heads) watering zones and annual drainage of system.
7. Must be able to work in extreme weather conditions, (heat and cold) able to work in and around dirt and unpleasant fumes.
8. Attend needed trainings as per NCA requirements.

**Qualifications:**

1. Associates Degree preferred, or HS/GED and 8 years related experience required.
2. Valid Driver's License required.
3. Must be a Veteran (Documented proof required).
4. Must be an enrolled member of a federally recognized tribe.

**How to Apply:**

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

**Notice:**

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

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