



**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:      May 13, 2019      Closing Date:      May 24, 2019**

19-060	CHR Specialist	Community Health Representative Program	Rapid City, So. Dakota
19-061	Office Assistant	Contracts Office	Pine Ridge, So. Dakota
19-062	Switchboard Operator	Fiscal Accounting Office (FAO)	Pine Ridge, So. Dakota
19-063	Data Technician/Maintenance	LIHEAP	Pine Ridge, So. Dakota
19-064	Transit Driver	Oglala Sioux Transit	Pine Ridge, So. Dakota
19-065	Compact Truck Driver (2)	Solid Waste Management	Pine Ridge, So. Dakota
19-066	Custodian/Groundskeeper	Water Maintenance & Conservation	Kyle, So. Dakota

**RE-ADVERTISEMENTS**

18-050	Administrative Assistant	Ambulance Service	Pine Ridge, So. Dakota
18-052	EMS Dispatcher (1)	Ambulance Service	Pine Ridge, So. Dakota
19-009	Nurse	Anpetu Luta Otipi	Pine Ridge & Kyle, So. Dakota
19-010	Operational Support Manager	Anpetu Luta Otipi	Pine Ridge, So. Dakota
19-014	Treatment Coordinator	Anpetu Luta Otipi	Pine Ridge & Kyle, So. Dakota
19-030	Director	Special Education Department	Pine Ridge, So. Dakota

**How to Apply:**

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

## Vacancy Announcement #19-060

Position: CHR Specialist  
(Non-exempt)

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

Program: Community Health Representative  
(CHR)

Location: Rapid City, So. Dakota

Opening Date: May 13, 2019

Closing Date: May 24, 2019

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### General Description of Duties:

The CHR Specialist shares the responsibilities, as assigned, in the implementation of the program's goals and objectives and execution of policies and procedures for the operation of the OST Rapid City CHR Program. The CHR Specialist strives to achieve healthier lifestyles for the clients and their families in the Rapid City CHR service area. The CHR Specialist will be under the direct supervision of the Rapid City CHR Program Director.

### Specific Duties:

1. Make home visits on a weekly basis to clients assigned for Case Management services.
2. Screen blood pressures, blood sugars and assess for health problems that need attention, reporting to appropriate medical/clinical staff and social agencies.
3. Provide health education to patient/families in the home.
4. Work with IHS staff in scheduling appointments and other needs.
5. Coordinate and provide transportation for the needy and referred clients. Arrange for medication deliveries for the elderly and referred clients.
6. Maintain a constant flow of health information/education to the Native American community in the service area.
7. Receive training and become certified in the delivery of emergency First Aid and CPR.
8. Maintain a log on all client contacts.
9. Work with IHS and other health resources as an interpreter.
10. Maintain a high level of professional ethics and demonstrate program solidarity at all times.

11. Maintain a high level of Patient Confidentiality at all times.
12. Responsible for submitting required PCC/activity reports and other forms by stipulated deadlines.
13. Provide other related services as assigned by the CHR Director.

### Requirements and Knowledge:

1. Must relate well with the Native American community.
2. Must possess knowledge of health/social resources in the Rapid City service area.
3. Must maintain a good driving record.
4. Must be able to work forty (40) hours per week.
5. Must submit to drug testing and a background check.
6. Must have own vehicle,

### Qualifications:

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

### How to Apply:

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

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

## Vacancy Announcement #19-061

Position: Office Assistant  
(Non-exempt)

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

Program: OST Contracts Office

Location: Pine Ridge, So. Dakota

Opening Date: May 13, 2019

Closing Date: May 24, 2019

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### General Description of Duties:

The Office Assistant will be responsible for providing support to the Office Manager, will provide general clerical and computer/typing duties and will maintain a high degree of confidentiality as required, to ensure the efficient operation of the department. The Office Assistant will provide general clerical duties for the Contracts Office. The Office Assistant will be under the direct supervision of the Office Manager.

### Specific Duties:

1. Answer the telephone, direct each call and take messages for the contracts staff.
2. Greet the general public and program personnel, and direct inquires to the responsible department or individual.
3. Provide clerical support and typing assistance to the Contract Office staff.
4. Assist in routine office duties such as the sorting of mail and filing.
5. Design and organize filing systems. Plan, arrange, maintain, and prepare information as needed for reports from the office.
6. Perform other office procedure duties as assigned.

### Requirements and Knowledge:

1. Must have ability to relate and work well with others.
2. Must be self-motivated and able to thoroughly carryout the duties as assigned.
3. Ability to operate all basic machines common to any office environment.
4. Indian Preference applies.

### Qualifications:

1. Must have a High School Diploma or GED.
2. One (1) year experience in related field
3. Experience in computers; i.e. Microsoft, Word, Excel, etc.

### How to Apply:

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## Vacancy Announcement #19-062

Position: Switchboard Operator  
(Non-exempt)

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

Program: OST Fiscal Accounting Office

Location: Pine Ridge, So. Dakota

Opening Date: May 13, 2019

Closing Date: May 24, 2019

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

The Switchboard Operator will operate the telephone switchboard in assisting the OST Administration and OST Programs in establishing local or long-distance telephone connections. The Switchboard Operator will be under the direct supervision of the OST Comptroller.

### **Specific Duties:**

1. Answer the telephone with a courteous manner at all times.
2. Record messages – telephonic and/or telegraphic on all placed calls.
3. Receive the general public coming into the establishment, ascertain their wants and direct to appropriate destination.
4. Route incoming calls to appropriate department(s).
5. Record name, time of call, nature of business and person called upon. When necessary, make future appointments and answer inquiries.

### **Requirements and Knowledge:**

1. Must have knowledge or gain knowledge of modern office practices, procedures and equipment.
2. Must have knowledge or gain knowledge of Business, English, Spelling and Math.
3. Must be able to learn assigned tasks within a reasonable time to adhere to prescribed procedures and to obtain some skill in the development of office machines.
4. Must be able to understand and follow verbal and written instructions.
5. Must be able to establish and maintain effective working relationships with other employees and the general public.

### **Qualifications:**

1. Must have a High School Diploma or equivalent GED.

### **How to Apply:**

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

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**Vacancy Announcement # 19-063**

Position: Data Technician / Maintenance  
(Non-exempt)

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

Program: LIHEAP (Low Income Home Energy Assistance Program)

Location: Pine Ridge, So. Dakota

Opening Date: May 13, 2019

Closing Date: May 24, 2019

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**General Description of Duties:**

The Data Technician/Maintenance will be responsible for assisting the Data Coordinator in receiving applications, certifying, processing and entering client data in computer for eligible recipients. The Data Technician/Maintenance will provide janitorial and maintenance duties for the LIHEAP office to assure it is sanitary and safe. The Data Technician/Maintenance will be responsible for the inventory of materials and be able to repair windows. The Data Technician/Maintenance will be responsible to and under the direct supervision of the Director.

**Specific Duties:**

1. Input data from applications for eligible LIHEAP recipients.
2. Order Energy needs for eligible recipients and track in computer.
3. Generate reports on recipients and amounts.
4. Answer the telephone and take messages in professional manner.
5. Clean office/building
6. Keep record of inventory of materials and track on computer.
7. Repair broken windows.
8. Other duties as assigned by the Program Director.

**Requirements and Knowledge:**

1. Must have general knowledge of computers and programs.
2. Must have general knowledge of janitor/maintenance of building.
3. Must maintain HIPPA certification.

**Qualifications:**

1. Must have HS Diploma or GED.
2. Must possess a Valid driver license.

**How to Apply:**

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

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## Vacancy Announcement #19-064

Position: Transit Driver  
(Part-time)

Salary: Grade 9/0 (CDL-C or B)  
Grade 15/0 (CDL-A)

Program: Oglala Sioux Transit

Location: Pine Ridge, So. Dakota

Opening Date: May 13, 2019

Closing Date: May 24, 2019

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### General Description of Duties:

The Transit Driver will be trained to operate buses and mini-buses/vans, implement duties pertinent to the position, observe and obey transportation regulations, and any other pertinent training related to the operation of a Transit system. The Transit Driver will operate gas or diesel buses, mini-buses or vans on routes for OST Transit Program. This position is classified as a Sensitive position and is subject to more stringent Drug Screening and Background Checks. **At the end of the 90 Day Probationary, if the Transit Driver with a CDL-C or B has taken and passed all training, the Transit Driver will be transferred to a Transit Driver Grade 15/Step 0.** The Transit Driver shall be under the direct supervision of the Transit Coordinator.

### Specific Duties:

1. At start of shift, obtains route assignment, passenger log, pre and post inspection vehicle forms and transfer ticket packet.
2. Conducts a pre-inspection of bus/van to observe any visual defects and checks operating systems—brakes, horn, windshield wipers, lights, first-aid kits, emergency flashers, and door-opening devices before starting trip.
3. Checks with dispatcher for operation of available communication system.
4. Reports to starting point of assigned route five minutes before scheduled departure time.
5. Picks up and discharges at Transit stops or stations, following prescribed company service route and safety rules. Announces stops. At end of route, checks bus/van interior for any forgotten personal items and removes any large waste items. Conducts a post-inspection of the bus/van upon completion of route.
6. Collects fares and prepares transfers for persons to go on other routes. Answers questions about fares, routes, and service.
7. Helps elderly or disabled persons to enter and exit the bus/van.

8. Reports emergency or imminent safety conditions to dispatcher via available communication system.
9. Completes passenger log at completion of shift, noting any safety items, customer complaints, or comments.
10. Complies with local and Tribal traffic regulations
11. Reports accidents immediately to dispatcher, requesting police or ambulance service as needed. Assists injured persons from first-aid kit until services arrive. Completes company accident report.
12. May be assigned to switch buses around bus yard or move buses in and out of maintenance line.
13. Random drug and alcohol testing per the Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S.DOT) as published in regulations 49 CFR Part 40, as amended and 655.
14. All other duties as assigned.

### Requirements and Knowledge:

1. Friendly, customer-oriented personality.
2. Must be and remain alcohol and drug free. Candidates must pass a pre-employment drug screening.
3. Must have physical strength adequate to maneuver the bus/van and assist passengers.
4. Must be able to work independently, and must be willing to work shifts that vary from day to night and may operate seven days a week. Driving commuter runs may result in working split shifts.

### Qualifications:

1. Must have a High School Diploma or GED Certificate.
2. Must have a valid Commercial Driver's License with a Class C with **current Medical Certification.**

### How to Apply:

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

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**Vacancy Announcement #19-065**

Position: Compact Truck Driver (2)  
(Non-exempt)

Salary: Grade Level 11/0  
(\$21,976 per annum)

Program: Solid Waste Management

Location: Pine Ridge, So. Dakota

Opening Date: May 13, 2019

Closing Date: May 24, 2019

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**General Description of Duties:**

The Compact Truck Driver will work under the direct supervision of the Compactor Foreman. The Compact Truck Driver will be required to operate various small, heavy equipment and compactor truck to/from the sanitary landfill setting. The Compact Truck Driver must be able to routinely maintain their equipment/ truck and keep logs of activity.

**Specific Duties:**

1. Operate compact truck, be familiar with all functions and maintenance issues; will maintain them on a regular basis.
2. May be required to assist with all aspects of compactor runs including compactor assistant job (loading and unloading cans).
3. Operate other equipment such as skidsteers and front-end loaders and maintain them on a regular basis.
4. Maintain the landfill sites on a regular basis, this will involve piling and hauling all solid waste materials to designated areas.
5. Required to keep maintenance records of program equipment and supplies.
6. Shall provide training to new operators on use and equipment operation.

7. Shall assist in Public Education and Outreach in Solid Waste Management and Environmental issues.
8. Other duties as assigned by Director

**Requirements and Knowledge:**

1. Must be able to operate a compactor truck and provide maintenance.
2. Must be willing to obtain additional training as it pertains to the program.
3. Must be dependable and work without supervision.

**Qualifications:**

1. Must have a valid driver’s license, must obtain a CDL (Class B) within one year of hire.

**How to Apply:**

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

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**Vacancy Announcement #19-066**

Position: Custodian/Groundskeeper  
(Non-exempt)

Salary: Grade Level 11/0  
(\$21,976 per annum)

Program: Water Maintenance & Conservation

Location: Kyle, So. Dakota

Opening Date: May 13, 2019

Closing Date: May 24, 2019

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**General Description of Duties:**

Incumbent is responsible for performing duties associated with cleaning and maintaining the facility and grounds for the Oglala Sioux Tribe Department of Water Maintenance and Conservation. Duties include disposal of trash; vacuuming, shampooing, sweeping, and mopping of floors and carpets; cleaning windows and restrooms; replacement of light bulbs; minor building maintenance repairs; grounds keeping, including lawn mowing; and relocation of furniture, boxes or other objects as necessary to efficiently clean and maintain the facility. The incumbent will be under the direct supervision of the Oglala Sioux Tribe Department of Water Maintenance and Conservation Property and Inventory Technician.

**Specific Duties:**

- 1 Perform cleaning duties, such as mopping floors, washing walls and glass, removing garbage, vacuuming carpets, and dusting furniture.
- 2 Operate motor driven cleaning and grounds maintenance equipment.
- 3 Perform routine maintenance work like fixing leaky faucets, painting, and basic carpentry tasks.
- 4 Replenish bathroom supplies.
- 5 Monitor and maintain building systems such as heating, cooling, ventilating, plumbing, and electrical system.
- 6 Perform grounds keeping work, mowing lawns, clearing snow from sidewalks, and maintaining sprinkler system.

- 7 Other OST Department and Water Maintenance and Conservation activities as assigned by the OST Department of Water Maintenance and Conservation Property and Inventory Technician.

**Requirements and Knowledge:**

- 1 Previous cleaning and maintenance experience.
- 2 Ability to perform medium to heavy physical labor.
- 3 Ability to communicate concisely and clearly, orally and in writing.
- 4 Work with minimal supervision.

**Qualifications:**

- 1 Must have a High School Diploma or equivalent GED.
- 2 One (1) year experience in building maintenance and grounds keeping.
- 3 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)***

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**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: May 13, 2019

Closing Date: May 24, 2019

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**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:**

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**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: May 13, 2019  
Closing Date: May 24, 2019

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**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)***

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## RE-ADVERTISED

### Vacancy Announcement #19-009

Position: Nurse  
(Non-exempt)  
Salary: Grade Level 22/0 - 36/0  
(\$32,084 - \$51,934 per annum)  
Program: Anpetu Luta Otipi  
Location: Kyle & Pine Ridge, So. Dakota  
Opening Date: May 13, 2019  
Closing Date: May 24, 2019

#### General Description of Duties:

Promotes the restoration of client health by completing the nursing process; collaborating with physicians and multidisciplinary team members; providing physical and psychological support to patients, friends, and families; supervising assigned team members. The registered nurse (RN) and/or licensed practicing nurse (LPN) will be responsible for screening all clients on intake. Will operate within their scope of work to ensure clients are safely detoxified. The Nurse is responsible for providing the referral to the IHS emergency department when detox within the facility is deemed to be unsafe.

#### 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. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide phase I of the detoxification/stabilization process.
3. Works underneath the supervision of a medical provider to monitor clients detoxifying from alcohol and/or other drugs.
4. Works underneath the supervision of a medical provider to monitor adolescent clients recovering from crisis.
5. Utilizes approved protocols to assess all clients within 24 hours of intake.
6. Responsible for making client referrals to the emergency department when a higher level of medical care is appropriate.
7. Identifies client care requirements by establishing personal rapport with clients and other persons in a position to understand care requirements.
8. Establishes a compassionate environment by providing emotional, psychological, and spiritual support to clients, friends, and families.
9. Promotes client independence by establishing patient care goals; teaching clients, friends, and family to understand condition, medications, and self-care skills. Answers questions from clients and their families.
10. Assures quality of care by adhering to therapeutic standards; measuring health outcomes against client care goals and standards; making or recommending necessary adjustments; following Anpetu Luta Otipi philosophy and standards of care set by state board of nursing, state nurse practice act, and other governing agency regulations.
11. Resolves client problems and needs by utilizing multidisciplinary team strategies.

12. Maintains safe and clean working environment by complying with procedures, rules, and regulations.
13. Protects patients and employees by adhering to infection-control policies and protocols, medication administration and storage procedures, and controlled substance regulations.

#### **Other Client and Public Services**

1. Transportation of 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 professional code of ethics described by the American Nurses Association (ANA).
5. Perform all other duties as assigned by the direct supervisor or program director.

#### Requirements and Knowledge:

1. Must demonstrate excellent knowledge of nursing care methods and procedures.
2. Must maintain sobriety throughout the duration of employment.
3. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
4. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
5. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
6. Must have strong written and verbal communication skills.
7. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
9. Must be able to respond to any client emergency during work/duty hours.
10. Must abide by Anpetu Luta Otipi program policies and procedures.
11. Must take and pass a physical exam and TB skin test.
12. Must demonstrate competence working with members of the Oglala Sioux Tribe.

#### Qualifications:

1. Licensed Practicing Nurse (LPN) or Registered Nurse (RN) in good standing with the South Dakota Board of Nursing.
2. Associate's Degree in nursing. A Bachelors of Nursing (BSN) is preferred.
3. Two years of experience working as an LPN or RN. Experience working in behavioral health and/or emergency care preferred.
4. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
5. Must have no prior felony convictions in the last five years.
6. 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:

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**RE-ADVERTISED**

**Vacancy Announcement #19-010**

Position: Operational Support Manager  
(Non-exempt)  
Salary: Grade Level 27/0  
(\$38,106 per annum)  
Program: Anpetu Luta Otipi  
Location: Pine Ridge, So. Dakota  
Opening Date: May 13, 2019  
Closing Date: May 24, 2019

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**General Description of Duties:**

Responsible for providing office management and administrative support to the Director and clinical staff. The Operational Support Manager works closely with the Director and department leadership to ensure the effective and efficient functioning of the agency. The Operational Support Manager is responsible for the maintenance of all employee files and helps prepare the agency for accreditation and site reviews. Operational Support Manager establishes a contract/grant monitoring system to ensure compliance with state and federal funding agency requirements. The Operational Support Manager does not manage clinical services/functions; however, he/she assists department leadership with non-clinical personnel management.

**Specific Duties:**

**Administrative**

1. Convene regular meetings with the agency's operational support staff to discuss issues related to customer service, procurement, and facility and resource management.
2. Navigate the OST Procurement system to secure the goods and services needed to accomplish the required tasks.
3. Responsible for the implementation of QuickBooks fund accounting system to manage all agency accounts. Responsible for completing budget modifications after the initial budget is prepared by the Director. The Operational Support Manager serves as the primary point of contact with the OST-FAO book keeper assigned to ALO.
4. Responsible for the recruitment of new employees. Processes all personnel action notices (PANs) and is the primary point of contact for the OST Human Resource Department.
5. Reviews all time sheets prior to submission to the OST Payroll Office.
6. Works with the agency's maintenance team to ensure all work orders are completed in a timely manner. Ensures that all facilities are prepared for annual environmental inspections.
7. Assist in the development memorandums of understanding with key partnering agencies.
8. Assist in the development of contracts for professional and technical services
9. Meet goals and metrics established by the Director.
10. Assist the Director enforce Anpetu Luta Otipi policies and procedures.
11. Assists in the development of current and long-term organizational goals and objectives as well as policies and procedures for operations.

**Other Client and Public Services**

1. Participate in regular staff meetings.
2. Maintain the professionalism within the workplace and communicate in a manner that conveys respect for co-workers and clients.
3. Represent the Director and/or Anpetu Luta Otipi at interagency and public functions.
4. The Operational Support Manager is required to work one evening shift per week in order to help provide oversight for agency compliance.
5. Perform all other duties as assigned by the Director.

**Requirements and Knowledge:**

1. Must demonstrate functional knowledge of the Oglala Sioux Tribes financial management policies.
2. Must demonstrate functional knowledge of Microsoft Office Software including Word, Excel, and PowerPoint.
3. Must be able to demonstrate previous experience and knowledge of contract management. Experience with program development preferred.
4. Must maintain alcohol and drug abstinence throughout the duration of employment.
5. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
6. Must have a valid driver's license and be insurable under the OST Motor Vehicle insurance policy.
7. Must abide by the Anpetu Luta Otipi Policies and Procedures.
8. Must be patient, positive, and friendly to clients, the public, and co-workers.

**Qualifications:**

1. Must possess a Bachelor's degree.
2. Two (2) years of program or office management experience required.
3. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
4. Must have no prior felony convictions in the last five years.
5. Must have no misdemeanor convictions in the past one (1) year. (excluding minor traffic violations)

**How to Apply:**

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

**Notice:**

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**RE-ADVERTISED**

**Vacancy Announcement #19-014**

Position: Treatment Coordinator  
(Non-exempt)  
Salary: Grade Level 35/0  
(\$50,178.00 per annum)  
Program: Anpetu Luta Otipi  
Location: Kyle & Pine Ridge, So. Dakota  
Opening Date: May 13, 2019  
Closing Date: May 24, 2019

**General Description of Duties:**

The Treatment Coordinator is a behavioral health professional that utilizes his/her technical knowledge, skills, and abilities to promote healthy lifestyle choices and freedom from harmful addictions. The Treatment Coordinator is responsible for utilizing Anpetu Luta Otipi's unique philosophical paradigm/theory of change to plan and implement a continuum of services aimed to curb the abuse of alcohol, commercial tobacco, and other drugs (ATOD's). The current services administered by the program include: prevention education; alcohol and drug screening and diagnostics; early intervention, outpatient treatment, residential treatment, and recovery support. The Treatment Coordinator develops and manages staffing schedules that meet programming needs and maximize public access to competent addiction services.

The Treatment Coordinator provides training, technical assistance, and supervision for team members in order to develop organization capacity within the 12 core counseling functions. The Treatment Coordinator must possess a firm understanding evidence-based practice and the contemporary behavioral health literature. The Treatment Coordinator will work with evaluation/epidemiology team to collect relevant evaluation data to determine the short and long term impacts of Anpetu Luta Otipi. While the majority of work will be related to providing direct services to clients, the Treatment Coordinator must develop a general understanding of public health strategies demonstrated to curb commercial tobacco, alcohol, and drug use at a population level. The Treatment Coordinator will be required to obtain certain licensing and must participate in continued on-going training in order to maintain employment.

**Specific Duties:**

**Administrative**

1. Supervise the filing of 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. Supervise the documentation of addiction counseling services using ALO's data management system in a manner that is timely and accurate.
3. Supervise the completion of required documentation for client admission, discharge, referral, and continued care.
4. Manage staffing schedules in order to maintain consistent addiction treatment services.

**Technical**

1. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
2. Utilize best and promising practice interventions to guide the facilitation of group and individual counseling sessions.
3. Supervise client case management within outpatient and/or residential programs to ensure that each client entering a treatment program receives a healing plan, aftercare plan, and appropriate progress notation charting each client's success.
4. Ensure the utilization of appropriate processes to screen and assess individuals who are being considered for admission to ALO's addiction-related services or who are thought to have a substance abuse disorder.
5. Supervise the coordination of individualized addiction-related services that are deemed to be the most appropriate for each client.
6. Conduct weekly quality assurance reviews of client case files.

7. Make regular progress on academic work required for certification as demonstrated by documentation of successful course completion.

**Other Client and Public Services**

1. Transportation of clients for appointments, program sanctioned activities, and to referral agencies.
2. Lead weekly "client staffings" where client case management concerns are discussed.
3. Prepare and deliver public health information related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse.
4. Maintain the professional code of ethics described in Standards Manual of the South Dakota Board of Addiction and Prevention Professionals (BAPP).
5. Perform all other duties as assigned by the clinical director and program director.

**Requirements and Knowledge:**

1. Must demonstrate expert knowledge, skills, and abilities related to the 12 core addiction counselor functions.
2. Must maintain sobriety throughout the duration of employment.
3. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
4. Must participate in all required clinical staff development training and work with the Clinical Supervisor to negotiate an individualized professional development plan.
5. Must have functional knowledge of Microsoft Office suite software including Word, PowerPoint, Publisher, and Excel.
6. Must have strong written and verbal communication skills. The amount of writing required of Treatment Coordinator is considered moderate to high.
7. Must adhere to confidentiality regulations in accordance with 42CFR and HIPPA.
8. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
9. Must be able to respond to any client emergency during work/duty hours.
10. Must abide by Anpetu Luta Otipi program policies and procedures.
11. Must take and pass a physical exam and TB skin test within the 90 day probation period after being hired.

**Qualifications:**

1. Master's Degree in social work, Counseling, or other related behavioral health field required.
2. Two (2) years' work experience implementing the 12 core functions of addiction counseling required.
3. Must possess a Licensed Addiction Counselor (LAC); Licenses Practicing Counselor (LPC); or Qualified Mental Health Service Provider (QMHP) in good standing with any state or tribal accrediting agency.
4. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
5. Must have no prior felony convictions in the last five years.
6. Must have no misdemeanor convictions in the past One (1) year. (excluding minor traffic violations)

**How to Apply:**

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

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**RE-ADVERTISED**

**Vacancy Announcement #19-030**

Position: Director  
(Exempt)  
Salary: Grade Level 29/0  
(\$40,820 per annum)  
Program: Special Education Department  
Location: Pine Ridge, So. Dak.  
Opening Date: May 13, 2019  
Closing Date: May 24, 2019

**General Description of Duties:**

The Director will have full responsibility to ensure that services are provided to developmentally delayed children age's birth to five years of age residing on the Pine Ridge Indian Reservation in compliance with Federal, State, and Tribal handicapped laws. The Director will have full responsibility for maintaining a program that is comprehensive and realistic in the context of reservation life. The Director will develop and implement short-term objectives and long-term goals for special education services provided on a reservation wide basis. The Director will be under the supervision of the OST Administrative Officer for Land and Education Programs.

**Specific Duties:**

1. Prepare annual application for Part B and Part C funding for the Oglala Sioux Tribe.
2. Facilitate training for personnel, parents, and Infant/Toddlers on the Pine Ridge Reservation.
3. Supervise and evaluate all program personnel including administrative, professional and support personnel.
4. Participate in team meetings and establish service agenda in conjunction with the team and other providers for birth to five year old children. Ensure that the Individual and Family Service Plan are implemented.
5. Responsible for planning allocation, accountability of financial resources for program funding.
6. Responsible for compliance of Federal, State, and Tribal regulations as mandated by law for special program services provided; including special education and early childhood programs.
7. Responsible for accountability for all equipment purchased for the Special Education Program.
8. Support and maintain programs collaborations via meetings, regular contacts and program interagency agreements with local/national agencies and partners to ensure quality services are delivered to children and families.
9. Responsible for all funds administered by the program in accordance with Public laws 105-17 and 93-638 and any other applicable laws.
10. Responsible for the preparation of the bi-annual, annual statistical reports and any other reports required by the funding agency and the Tribe. Responsible for development of external and internal control; systems and procedures in programmatic activities, assurance quality control across all service content areas with particular emphasis and attention to the Education Component of the Program.
11. Maintain the tracking system for children participating in the program.

12. Responsible for annual self-assessment activities, community assessment and program application development and other reports required.
13. Assure coordination and transitions are done with appropriate agencies for children who participate in the program.
14. Manage and coordinate with appropriate staff, agencies, parents and students to ensure that disability services are being met and documentation is completed.
15. Assist and establish policies for the infant/toddler portion of the program with parents and staff that support the effective implementation of the education area.
16. Will be required to submit for one grant opportunity annually.

**Requirements and Knowledge:**

1. Must have impeccable work ethics and be reliable.
2. Must adhere to OST Policies and Procedures and enforcing them.
3. Obtain the necessary management skills for the program.
4. Must obtain knowledge of OMB Circulars pertinent to contract/grant compliance.
5. Must accept responsibility to report child abuse and neglect concerns to appropriate agencies.
6. Must possess knowledge of and ability of working with outside agencies.
7. Have knowledge of the Lakota culture and the Pine Ridge Reservation.
8. Possess thorough knowledge of Public Laws 105-17 and 93-638 in addition to all State and Tribal Laws in order to administer and deliver services for the Oglala Sioux Tribal Special Education Program to children age's birth to five years old who reside on the reservation.
9. Must be computer literate and able to create forms to effectively document all program functions.
10. Knowledge of grant-writing and ability to enhance the program by submitting grant applications as they are available.
11. Must gain knowledge of tribal accounting and program budgets.

**Qualifications:**

1. Must have a Bachelor's Degree in Education or related field; Special Education Endorsement **preferred**.
2. Must possess (5) five years of working experience and supervisory skills.
3. Must have a valid Driver's License.

**How to Apply:**

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