



Oglala Sioux Tribe
 HUMAN RESOURCES
 P.O. Box 439
 Pine Ridge, South Dakota 57770
 (605) 867-6014 * Fax (605) 867-1922



Please Post Please Post Please Post

The following Vacancy Announcements are now open for Application(s) with the OST Human Resource Department. For further information please contact the OST Human Resource Department at (605) 867-6014 or 867-6015. OST Applications can be downloaded at our website at www.oglalalakotanation.info.

Opening Date: September 4, 2018

Closing Date: September 17, 2018

18-086	Customer Service Clerk	Child Care & Development Program	Pine Ridge, So. Dakota
18-087	Correctional Officer (3)	Department of Corrections/AOF	Pine Ridge, So. Dakota
18-088	Correctional Officer (2-Male)	Department of Corrections/JDC	Kyle, So. Dakota
18-089	Correctional Officer (12)	Department of Corrections/JC	Pine Ridge, So. Dakota
18-090	Lead Correctional Officer	Department of Corrections/JC	Pine Ridge, So. Dakota
18-091	Correctional Officer (2)	Department of Corrections/MRDC	Kyle, So. Dakota
18-092	Employee Assistance Program	Drug & Alcohol Counselor Trainee	Pine Ridge, So. Dakota
18-093	Director	Environmental Protection Program	Pine Ridge, So. Dakota
18-094	Network Administrator-Computer Technician (2)	Fiscal Accounting Office (FAO)	Pine Ridge, So. Dakota
18-095	Scanner/Records Retention Clerk	Fiscal Accounting Office (FAO)	Pine Ridge, So. Dakota
18-096	Legal Secretary	Legal Department	Pine Ridge, So. Dakota
18-097	Licensed/Certified Addiction Counselor	Native Healing Program	Rapid City, So. Dakota
18-098	Certified Nurse Assistant (CNA)	Native Women's Health Clinic	Rapid City, So. Dakota
18-099	BBR Specialist-UXOTII/Cultural Liaison	Natural Resources Regulatory Agency	Pine Ridge, So. Dakota
18-100	Medical Clerk	OTITIS Media	Pine Ridge, So. Dakota
18-101	Office Manager	OTITIS Media	Pine Ridge, So. Dakota
18-102	Cemetery Caretaker	Veterans Cemetery	Kyle, So. Dakota
18-103	Lead Cemetery Caretaker	Veterans Cemetery	Kyle, So. Dakota

RE-ADVERTISEMENTS

17-063	Transit Driver (1)	OST Transit	Pine Ridge, So. Dakota
17-149	District Service Center Manager	OST Administration	Pine Ridge, So. Dakota
17-153	Maintenance/Janitor	OST Administration	Martin, So. Dakota
18-043	Water Administrator	Natural Resources Regulatory Agency	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 #18-086

Position: Customer Service Clerk
(Non-exempt)

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

Program: Child Care & Development

Location: Pine Ridge, So. Dak.

Opening Date: September 4, 2018
Closing Date: September 17, 2018

General Description of Duties:

The Customer Service Clerk position will provide respectful support and guidance for clients as they navigate through the OST Child Care program services and the selection of quality child care services. This position will provide will be responsible for answering phone calls and directing them to the appropriate staff member. The Customer Service Clerk position will provide potential clients with applications for service. The Customer Service Clerk position will maintain a call and visitor log. This position will provide clerical support for the Registration Coordinator and the Data Entry clerk. This position will be supervised by the Registration Coordinator.

Specific Duties:

1. Answer all phone calls in a courteous and respectful manner then forward to the appropriate Child Care department.
2. Will provide clerical support in the way of copies, binding, and filing to the Registration Coordinator and staff.
3. Will explain and assist clients in the application for services.
4. Will accept complete applications and time reports from clients.
5. Will accept other duties assigned that relate to the overall goals and mission of the Child Care and Development program.
6. Will assist the Registration Coordinator in the payment process for Child Care Providers.

7. Will attend and assist in community activities hosted by the OST Child Care Program.

Requirements and Knowledge:

1. Must be able to maintain a professional conduct in all situations.
2. Must be able to provide information to clients in a courteous and helpful manner.
3. Must maintain a professional work image both on and off duty.
4. Must have good office etiquette.
5. Must be able to operate office equipment, Microsoft windows and large-scale copy machine.
6. Must be able dependable and prioritize office work schedule.

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)***

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 #18-087

Position: Correctional Officer (3)
(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: September 4, 2018
Closing Date: September 17, 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)**

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Vacancy Announcement #18-088

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

Salary: Grade Level 33/0 - 36/0
(\$29,949 - \$33,205 per annum)

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

Location: Kyle, So. Dak.

Opening Date: September 4, 2018
Closing Date: September 17, 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)**

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Vacancy Announcement #18-089

Position: Correctional Officer (12)
(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: September 4, 2018
Closing Date: September 17, 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)**

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Vacancy Announcement #18-090

Position: Lead Correctional Officer
(Non-exempt)

Salary: Grade Level 30/0 – 30/3
(\$42,248 - \$46,841 per annum)

Program: Department of Corrections
Justice Center

Location: Pine Ridge, So. Dak.

Opening Date: September 4, 2018
Closing Date: September 17, 2018

General Description of Duties:

The primary function of this position is to provide Lead Correctional Officer functions. Incumbent will furnish guidance to correctional officers during duty hours regarding policy and procedures, overall adult and juvenile operation, inmate management and safety and security issues.

Specific Duties:

1. As a supervisor, incumbent is responsible to the Facility Administrator in assuring that work assignments of Correctional officers are carried out by distributing the workload among employees in accordance with established Standard Operating Procedures.
2. Reviews the status priorities, instructs employees on specific tasks and job techniques, makes available written instructions, gives on the job training to new employees in accordance to established procedures and practices.
3. Governs the facility regarding correctional operation, crisis situations, and public on facility grounds or in the facility, oversight of staff, movement, food service and perimeter security.
4. Approves employee annual, sick and emergency leaves, resolves informal complaints.
5. Reports to the Facility Administrator the performance, progress and training needs of employees, obtains assistance from the Facility Administrator on problems that may arise.
6. As a supervisor, incumbent governs and is able to perform and complete a wide range of correctional officer's duties and able to make good sound correctional decisions.
7. The Lead Correctional Officer enforces standards, rules, and regulations provided in the Standard Operating Procedures, Inmate Handbook, Direct Supervision, Interpersonal Communication, and other Pertinent Manual pertaining to correctional operations guideline.
8. The Lead Correctional Officer ensure that 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 are being carried out.
9. Lead Correctional Officers ensures physical restraint application; non-lethal implement application, interpersonal communication skills and hands on techniques for the safety of the facility, staff and inmates are in compliance with training and Standard Operating Procedures.
10. Lead Correctional Officer may be required to complete the duties of a Correctional Officer due to shortage of staff or crisis situations.

Requirements and Knowledge:

1. Knowledge of the body of laws, training requirements, program awareness, inmate handbook, Adult and Juvenile detention standards, Standard Operating Procedures, direct supervision principles, operational activities, constitutional rights of individuals and Indian civil rights act.
2. Knowledge in the basic principles and techniques of inmate care, direct supervision concept, policy and procedures, inmate management, interpersonal communication concept and knowledge of first aid including CPR.
3. Ability to instruct and train others in daily facility operations and activities.
4. If claiming Indian preference must have proof of tribal membership
5. The incumbent is responsible for keeping their personal lives drug and alcohol free and maintaining a high degree of professionalism. Will be required to take an Alcohol and Drug Test randomly
6. Incumbent is charged with the responsibility of enforcing the drug and alcohol policy as a supervisor and will advise staff of the Zero Tolerance for alcohol and drugs.
7. Knowledge of commonly used federal/tribal laws and OST penal codes governing the incarceration of adult and juvenile offenders.
8. Ability to documents reports, maintains accurate records, and communicates verbally with staff and other agencies.
9. Work involves, typically on a shift rotation basis, abnormal hours, variety of moderately difficult assignments. Such assignments require proficiency in the application of correctional skills in supervising Correctional Officer regarding work assignments.
10. Is required to pass a physical and medical examination due to medical or physical condition that may interfere or prevent incumbent from performing the duties required.

Qualifications:

1. High School Diploma or G.E.D with four (4) years' experience working in a Direct Supervision Correctional Facility and have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico, or an AA degree in the Criminal Justice or a related field and one (1) year experience working in a Direct Supervision Correctional Facility and must have completed the Basic Correctional Officer Training Program at the Federal Law Enforcement Training Center in Artesia, New Mexico.
2. Must have a valid driver license.
3. No misdemeanor or convictions in the past year, excluding minor traffic violations
4. Must have never been convicted of a felony crime

How to Apply:

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Vacancy Announcement #18-091

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

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

Program: Department of Corrections
Medicine Root Detention Center

Location: Kyle, South Dakota

Opening Date: September 4, 2018

Closing Date: September 17, 2018

General Description of Duties:

The Correctional Officer is responsible for the prompt and orderly completion of routine jail operations. 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 inmates, finger printing, photographing, segregating inmates, pat searches, cell checks, suicide watches, serving meals, medication dispensing, inmate property storage, restraint application, inmate movement, assigning work assignment and other duties pertaining to inmate monitoring.
2. Be willing to complete numerous paperwork such as telephone logs, visitation logs meal counts, daily inmate roster form, daily logs, inmate property form, admission forms, suicide screening form, health screening form, mental and sick call forms and numerous other forms that coincide with detention duties.
3. Be willing to ensure laundry duties are completed, monitoring daily facility cleaning, address the daily public in a professional and courteous manner, store inmate property, administer personal hygiene products, inventory all cleaning products, complete perimeter checks, transport and escort inmates to the hospital, communicate with inmates and other duties pertaining to detention.
4. Be willing to gain knowledge and adhere to the tribal penal code, facility standard operating procedures, training requirements, and complete cash bond process.
5. Maintain a drug and alcohol free lifestyle.

6. Be willing to complete other related duties assigned by the Lead Correctional Officer, Facility Administrator or Director of Corrections.

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 and randomly thereafter.
7. Must be willing to maintain a high degree of confidentiality and professionalism
8. Complete the Basic Correctional Officers Training Program administered by the Bureau of Indian Affairs in Artesia, New Mexico within 1 year of employment.

Qualifications:

1. Must have a High School diploma or equivalent GED.
2. Must have a valid driver license.
3. Must be nineteen (19) years of age 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)**

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Vacancy Announcement #18-092

Position: Drug & Alcohol Counselor Trainee
(Non-exempt)

Salary: Grade Level 21/0
(\$30,999 per annum)

Program: Employee Assistance Program (EAP)

Location: Pine Ridge, So. Dak.

Opening Date: September 4, 2018

Closing Date: September 17, 2018

General Description of Duties:

The Drug & Alcohol Counselor Trainee will work with the Accu-Care Program through Orion, Inc. for Alcohol/Drug Evaluations. The Drug & Alcohol Counselor Trainee is responsible for guidance, interviewing, evaluation, counseling and referral services to employees of the Oglala Sioux Tribe, (ATR) Access to Recovery and other entities through an MOU/MAO. The Drug and Alcohol Counselor Trainee shall be under the direct supervision of the Employee Assistance Program Director.

Specific Duties:

1. Work with the Director and/or Lead Counselor to assess and identify client needs and make recommendations to establish, implement, and enhance the Drug Free Workplace Policies and Procedures of the Oglala Sioux Tribe.
2. Network with and/or coordinate services between agencies to enhance productivity in the workplace.
3. Advocate on behalf of clients in the development of additional resources and services.
4. Attend meetings and maintain strict confidential client case records.
5. Provide and receive reports; studies the principles and techniques of the Employee Assistance Program services and requirements.
6. Provide individual or group counseling as needed to clients served.
7. Provide referral services and/or aftercare to clients who returned from treatment facilities.
8. Provide Outpatient Treatment, Co-Dependency, Group Sessions, and other identified needed services on a case-by-case basis.
9. Provide educational and awareness training to Oglala Sioux Tribal Programs.
10. Maintain recordkeeping, up-to-date filing and able to maintain office standards.
11. Staff all active files weekly for Quality Assurance.
12. Provide services to the immediate families of the Oglala Sioux Tribal Employees on a case-by-case basis.
13. Perform other related duties assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must be able to attend training/seminars/Conferences as needed to maintain state certification; training on Alcohol/Drugs and updated information; train the trainer and other trainings as needed and required.
2. Must be able to keep a high level of confidentiality in regard to all records, materials and knowledge concerning clients of the OST Employee Assistance Program and individuals serviced. *Privacy Act of 1974 (5 U.S.C. Section 552a), 42CFR Part 2, P.L. 99-570 and HIPAA Rules and Regulations.*
3. Must have knowledge of and ability to identify resources for referrals to counseling and/or treatment centers.
4. Must be able to work overtime/comp-time on an as needed basis.
5. Must have the ability to work independently as well as under direction of the OST Employee Assistance Director and/or the person with delegated authority.
6. Must have a strong knowledge and understanding of Lakota values/culture and promote cultural traditions and values within the program operations. *Lakota speaker preferred.*

Qualifications:

1. Minimum of a Certified Addiction Counselor Trainee (**ACT**), knowledge of drug and alcohol assessments, treatment referrals, individual and group counseling, aftercare education and experience in public speaking. **Must be able to obtain a Licensed Addiction Counselor (LAC) State Certification within two (2) years of hire.**
2. Must have a High School Diploma or equivalent education. AA Degree preferred.
3. Must have a valid Driver's License with vehicle and liability insurance.
4. Must have a minimum of two (2) consecutive years of abstinence from alcohol and other drugs immediately prior to hire with **two (2) letters of professional reference 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:

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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: September 4, 2018

Closing Date: September 17, 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)***

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Vacancy Announcement #18-094

Position: Network Administrator-
Computer Technician (2)
(Non-exempt)

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

Program: Financial Accounting Office

Location: Pine Ridge, So. Dak.

Opening Date: September 4, 2018
Closing Date: September 17, 2018

General Description of Duties:

The Network Administrator/Computer Technician will assist the Systems Administrator with technical assistance regarding computer management and services. The Network Administrator/Computer Technician will assist with monitoring of computer software and hardware and maintenance. Installation of hardware/software CATS cabling and any other duties requested by the Systems Administrator. The Network Administrator/Computer Technician will be under the direct supervision of the Systems Administrator.

Specific Duties:

1. Assist with the management of the computer software/hardware system.
2. Perform consultation with utilizing computers and provide advises and training on the use of automated systems and equipment.
3. Assist with publishing user guides/handbooks on automated systems and equipment utilized by the Oglala Sioux Tribe.
4. Work with staff to assess future automated system needs.
5. Provide research assistance and reports to staff from information contained in internal systems.
6. Occasionally be required to pick up/deliver computers to vendors for repairs.
7. Responsible for maintaining and assuring the Tribes website is operating and

functional.

8. Perform other duties as assigned by immediate supervisor.

Requirements and Knowledge

1. Must be willing to learn new software programs, platforms and perform specific duties assigned by the Systems Administrator.
2. Will be required to attend specific training for new software as needed.

Qualifications:

1. AA Degree in Computer Science preferred, Associates Degree required.
2. Must have two (2) years' experience in a variety of Microsoft Windows and Windows NT application.
3. Must have no prior felony convictions
4. No misdemeanor convictions in the past five (5) years. (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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Vacancy Announcement #18-095

Position: Scanner/Records Retention Clerk Opening Date: September 4, 2018
(Non-exempt)

Salary: Grade Level 14/0 Closing Date: September 17, 2018
(\$15,578 per annum)

Program: OST Fiscal Accounting Office Location: Pine Ridge, So. Dak.

General Description of Duties:

The Scanner/Records Retention is a support position to the Records Retention Supervisor and assists in maintaining the storage of financially related records according to federal guidelines. This is a non-supervisory position and reports to the Records Retention Supervisor.

Specific Duties:

1. Scan and input file folder into the computer for each Program.
2. Assist in storing all financially related records and documents pertaining to the current year.
3. Assist in data input into the automated database maintained by the Records Retention Office which identifies and tracks all financially related records,
4. Prepare reports of stored records and related data as required by funding agencies, auditors and program directors.
5. Perform general clerical, reception and office duties.
6. Perform other related duties as requested by immediate supervisor.

Requirements and Knowledge:

1. Must have experience in general office procedures and filing.
2. Must be prompt and dependable.
3. Applicant must be bondable

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 #18-096

Position: Legal Secretary
(Non-exempt)

Salary: Grade Level 0/0
(Ordinance 16-25)
(\$35,000 per annum)

Program: Legal Department

Location: Pine Ridge, So. Dak.

Opening Date: September 4, 2018
Closing Date: September 17, 2018

General Description of Duties:

The Legal Secretary provides coordination and clerical support to the Legal Department and to the In-House Attorneys. The primary objective of the Legal Secretary is to enhance attorney effectiveness by providing information-management support and representing the In-House Counsel and Legal Department to clients and others.

Specific Duties:

1. Welcomes guests and clients by greeting them in person or on the telephone; answering and directing inquiries.
2. Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics, coordinating case preparation.
3. Conserves attorneys time by reading, researching, reviewing, verifying, and routing correspondence, reports and legal documents; drafting letters and documents; collecting and analyzing information; initiating telecommunications; organizing client conferences, and attorney meetings.
4. Maintains attorney calendar, i.e., court appearance dates, pleading and filing requirements, committee regular and special meetings, travel, conferences, telephone conference calls, client appointments and other issues as they arise.
5. Make travel arrangements.
6. Represents attorney by communicating and obtaining information; following up on delegated assignments; knowing when to act and when to refer matters to attorney.
7. Maintains strict confidentiality.
8. Attends and records committee meeting discussions.
9. File Management of various committee minutes, ordinances, resolutions and case files.
10. Back up for Receptionist / File Clerk when needed.
11. Update job knowledge by participating in educational opportunities; reading professional publications;

- participate in professional organization and attend trainings pertaining to position.
12. Work independently and in cooperation with many tribal, state and federal departments.
13. Transcribe and dictation of minutes when needed.
14. Sitting and/or standing for long periods of time, long work hours, including some evenings and weekends and frequent travel.
15. Will create, maintain and reconcile (on a weekly basis) program cuff accounts.
16. Will report directly to the Office Manager.
17. Other duties as assigned by supervisor.

Requirements and Knowledge:

1. Filing and organizational skills.
2. Phone etiquette.
3. People skills.
4. Knowledge of legal terminology.
5. Research and writing skills.
6. Computer Literate.
7. Knowledge of Westlaw; Adobe; Microsoft Word; Outlook
8. Must abide by the Oglala Sioux Tribes Policies & Procedures.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have 2 years verifiable accounting / budgeting experience.
3. Must have a valid South Dakota Driver's License
4. Must have no misdemeanors convictions in the past five (5) years, (excluding minor traffic violations)
5. Must have no felony convictions

How to Apply:

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Vacancy Announcement #18-097

Position: Licensed/Certified Addiction Counselor
(Non-exempt)

Salary: Grade Level 36/0
(\$51,934 per annum)

Program: Native Healing Program

Location: Rapid City, So. Dak.

Opening Date: September 4, 2018

Closing Date: September 17, 2018

General Description of Duties:

The Licensed/Certified Addiction Counselor will be responsible for the duties described in this position.

The Licensed/Certified Addiction Counselor will be able to demonstrate a constant act of professional ethics and will act in the best interest of the program and client at all times. The Adult Counselor will be under the supervision of the Program Director/Clinical Supervisor.

Specific Duties:

1. Provide documentation in client files and keep files and keep files updated on a daily basis.
2. Provide individual & group counseling.
3. Become familiar with all existing alcoholism and drug abuse programs in this area.
4. Provide assessments to adults/adolescents as necessary.
5. Become familiarized with chemical dependency intervention techniques.
6. Assist and become familiar in making appropriate and necessary referrals for medical service, on-going counseling and support group activities.
7. Maintain contact with post treatment and aftercare referrals on a regular basis.
8. Attend and participate in weekly staffing of clients.
9. Attend and participate in all staff meetings.
10. Maintain high level of confidentiality at all times. Maintain personal professional boundaries with peers and staff.
11. Assist clinical supervisor with proper documentation of client's treatment forms.
12. Perform all other related duties for the intake process for the co-dependency Treatment/Training cycles.
13. Transport clients as needed
14. All other related duties assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge of modern office practices, procedures and must be computer literate with Windows Office Programs, internet, Word, Excel, PowerPoint etc.
2. Must have skills and ability to type accurately from copy or draft at a reasonable speed.

3. Must be able to understand and follow verbal/or written instructions.
4. Must have the ability to establish and maintain effective, professional relationships with case workers, other agencies/programs, vendors and general public.
5. Enforce the Privacy Act of 1974 and the Health Insurance Portability and Accountability Act of 1966 (HIPPA), which mandates that the director shall maintain complete confidentiality of all administrative, client and perennial records and all other pertinent information that comes to his/her attention or knowledge.
6. Must have knowledge of Cultural Values.
7. Must abide by The Native Healing Program operating policies and procedures.
8. Must adhere to Oglala Sioux Tribe Policy and Procedures.
9. Must obtain and identify Cardiopulmonary Resuscitation (CPR), Automated External Defibrillator (AED), and First Aid Certification. The program will assist in getting you certified as soon as possible
10. Must be able to perform other tasks and duties as assigned by the Program Director.

Qualifications:

1. Must be a Licensed Addiction Counselor from the state of South Dakota or the Great Plains Certification Board or a State that has reciprocity with South Dakota.
2. This position is for those who have a Masters Level Education in the Health field
3. Must have two (2) years of continuous sobriety, and pledge to maintain sobriety throughout employment. **Need two letters from two sources who will attest to your sobriety for the past two years.**
4. Must have a minimum of three (3) years of experience working in a Substance Abuse Program.
5. 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)***

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Vacancy Announcement #18-098

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: September 4, 2018
Closing Date: September 17, 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)**

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Vacancy Announcement #18-099

Position: BBR Specialist-UXOTII/Cultural Liaison
(Non-exempt)

Salary: Grade Level 27/0
(\$38,106 per annum)
(\$34,295.40 USACE funding 90%)
(\$3,810.60 USAF funding 10%)

Program: Natural Resources Regulatory Agency

Location: Pine Ridge, So. Dak.

Opening Date: September 4, 2018

Closing Date: September 17, 2018

General Description of Duties:

The BBR Specialist-UXOTII/Cultural Liaison (BBRS) will administer the contacts through completing tasks as prescribed and providing tribal coordination on the behalf of the Badlands Bombing Range Department (BBRD) for the statement of work contract(s) with the U.S. Army Corps of Engineers (USACE) as well as the U.S. Air Force-Ellsworth Air Force base for the cleanup efforts on the Former Badlands Bombing range (FBBR). Ensure compliance with applicable federal regulations and tribal laws of the Oglala Sioux Tribe.

The BBRS will serve as liaison and point of contact between the Oglala Sioux Tribe and other tribal, federal agencies and other entities with regards to the Former Badlands Bombing Range and unexploded ordnance (UXO). The BBRS meets with the public to promote compliances with tribal laws to endure safety and protection are of the utmost importance through presentations, meetings and outreach activities.

The BBRS will perform reconnaissance and classification of UXO; identification of guided missiles, bombs, projectiles, grenades, rockets and their respected fuzes; land mines and associated components; pyrotechnics; military explosives and demolition materials. Perform excavation procedures on buried UXO. Locate surface UXO using visual mean. Operate motor vehicle transporting UXO. Prepare an on-site safe holding area for UXO. Prepare an UXO disposal site. Prepare an electric or non-electric system for a UXO disposal operation; or a detonating cord firing system. Dispose of UXO/explosives by burning; detonation. Operate a personnel decontamination station. Don and doff appropriate personal protective equipment in contaminated areas. Inspect salvage UXO-related material. Erect UXO-related protective works

The BBRS may be required to work long and irregular hours performing field investigations and other assigned duties, must be willing to obtain and complete training as it pertains to the position. The BBRS will be under the direct supervision of the Natural Resources Regulatory Agency Director.

Specific Duties:

1. Coordinate information meeting for the Oglala Sioux tribe and public on work activities completed by the funding agencies their contractors and the department. These meetings will also provide safety information on unexploded ordnance. Provide Educational safety outreach to local schools, Oglala Sioux Tribe Districts (9), public and tribal programs co-host KILI radio show.
2. Conduct trips to the funding agency field offices to verify work force, conduct site visits, check safety signs placement.

3. Submit all financial reports required by funding agency (USACE) on progress of objectives and expenditures of BBRD to the USACE and the Oglala Sioux Tribe as requested.
4. Protect the integrity of culturally/spiritually significant locations an item identified these records will be kept with the utmost confidentiality.
5. Assist in activities associated with the NRRRA Cultural and Historic Preservation Office to protect, preserve any and all culture resources and paleontological resources.
6. Provide liaison assistance by requesting Tribal Historic Preservation Officer assistance to provide cultural sensitivity training regarding cultural resources site artifacts placement and receipt an endure compliances with cultural resources laws and regulations, as well as to endure the tribal cultural values are prioritized during the clean-up effort.
7. Maintain a data management system to record all in- coming and out- going documentation, records, reports correspondence and other relevant information regarding the activities of the BRRD. If some of the correspondence involves the THPO direct those accordingly to them.
8. Assist in acquiring limited permission of entry or easement onto sections being worked on by the USACE and its contractors and coordinate all land disturbances with OST CAHPO.
9. Administration an enforcement of Ordinance No. 96-19 and any future enacted Badlands Bombing Range codes to ensure compliance by any activity on the FBBR.
10. Make recommendations for updating of Ordinance No. 96-19.
11. Report and investigate any violations or complaints of tribal laws regarding natural, water and cultural resources regulations as well as unexploded ordnances clean-up regulations to the Natural Resources Regulatory Agency Director. Document activities and provide clear legible narrative reports.
12. Assist in coordinating and setting up the agenda for project managers meetings.
13. Keep certification of UXOTII current and must stay up-to-date on relevant regulations regarding unexploded ordnances safety and types identified on the former badlands bombing range.
14. Attend and complete available training pertinent to this position and for the individual development of the employee.
15. Other program related duties assigned by the Natural Resources Regulatory Agency Director.

Requirements and Knowledge:

1. Must be knowledgeable and sensitive to culturally significant items.
2. Prefer applicant with some experience working with global positioning systems (GPS) and Geospatial information systems (GIS) and mapping skills.
3. Prefer applicant with some knowledge of federal, tribal and environmental laws and regulations such as, but not limited to Natural Environmental Policy Act, Antiquities Act, Archeological Resources Protection Act, Natural Historic Preservation Act, American Indian Religious Freedom Act, Theft of

Government Property Act, Presidential Documents Executive Order (EO) 13007, Executive Order (EO) 13275 USACE Cultural Resources Program Management Plan (september2002) USACE Program Agreement of march 19,2004 USACE Program Management Plan-Tribal Nations Community of Practice (draft January 2005) Department of Defense- American Indian and Alaska Native Policy (1998) Department of Defense- Instruction Number 4710.02 (September 14,2006).

4. Prefer applicant with some experience in enforcement activities associated with monitoring of permits and ensuring compliance with laws and permit provisions.
5. Must be knowledgeable of federally funded contracts, grants, and agreements and the budgetary process.
6. Prefer knowledge/skills in working with word processing/ spreadsheet software i.e. word, excel etc.
7. Must have excellent work ethics: professional prompt, dependable, dedicated, self-reliant, and innovative.
8. Must accountable for professional decisions and judgments.
9. Must be at work under pressure and take pride in personal appearance.
10. Must be knowledgeable in job requirements of UXOTII.
11. Must be trained in HAZWOPER/HAZMAT

Qualifications:

1. Must be a Graduate of a Military Explosive Ordinance Disposal (EOD) with military EOD experience, or a graduate of a formal training course of instruction or EOD assistant courses with a minimum of three (3) years' experience or associate's degree in a Science, Technology, Engineering, Mathematics related field and be able to obtain a level of training equivalent to the UXO Tech II (IAW DDESB TP 18) minimum qualifications.
2. Must possess a valid driver's license and to be insured by the Oglala Sioux 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)**

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Vacancy Announcement #18-100

Position: Medical Clerk
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: OTITIS Media
Location: Pine Ridge, So. Dak.

Opening Date: September 4, 2018
Closing Date: September 17, 2018

General Description of Duties:

The purpose of this position is to serve as receptionist and assist with clerical duties to provide efficient services to clients, visitors, and other health care providers under the direction of the ENT Department Director (Otitis Media Program Director).

Specific Duties:

1. Answers the telephone, taking complete comprehensive messages when necessary.
2. Continues to maintain and update files, both the Oglala Sioux Tribe and Indian Health Service.
3. Maintains the appointment system with the RPMS for the scheduled Audiology Clinic to accommodate the medical and personal needs of patients, as well as the provider's schedules.
4. Assists the Director in keeping and updating a system for referrals of patients from Outpatient Department, outlying clinics and Pine Ridge Area schools.
5. Locates patient's names on the computer, prints cover sheet with patients' appointment & Health Summaries to have charts pulled for appointed clinic, if needed, retrieves charts, stamps patient care encounter forms and appropriate ENT/Audiology charge tickets.
6. Institutes corrective action to reschedule appointments and notifies patient when there is a change in provider schedule or cancellation of appointment. Instructs patients regarding what is expected from them in keeping appointments.
7. Receptionist duties include: receives phone calls and assesses the patient's need for routine, urgent and emergent appointments with the appropriate provider clinic; answers inquire of a general nature by: physician staff, other departments, visitors, and patients, assisting them in a friendly and cooperative manner; and uses proper telephone etiquette, keeping personal telephone calls to a minimum.
8. Keeps patient records in order with all forms properly identified; copies and compiles other data

- as directed; coordinates appointments with other departments.
9. Assists the ENT Director during scheduled clinics and maintains log sheets of patient visits.
10. Maintains record confidentiality and safeguards medical information, adhering to the Rules and Regulations of the Privacy act of 1974.
11. Exhibits a professional attitude and neat personal appearance and remains pleasant in interactions with patients, co-workers, other hospital departments and general public.
12. Attends training that is mandatory or recommended to improve and update knowledge and skills.
13. Using the Requisition forms provided, orders supplies from the Property and Supply departments of the Indian Health Service and Oglala Sioux Tribe.
14. Prepares travel authorizations, travel reports, requisitions for supplies, payroll, and maintains the cuff account of program expenses
15. Performs other duties as assigned.

Requirements and Knowledge:

1. Knowledge of confidentiality of patient records
2. Knowledge of computers and willing to learn computer applications

Qualifications:

1. High School Education for GED
2. One full year of clerical experience (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 APPLICATION WILL NOT BE CONSIDERED)***

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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: September 4, 2018
Closing Date: September 17, 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 provider's.
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.

Vacancy Announcement #18-102

Position: Cemetery Caretaker
(Non-exempt)

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

Program: OST Veterans Cemetery

Location: Kyle, South Dakota

Opening Date: September 4, 2018

Closing Date: September 17, 2018

General Description of Duties:

The Cemetery Caretaker maintains cemetery grounds, maintains facilities and equipment. The Caretaker performs the installation and ongoing maintenance of headstone markers and niche covers. The 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 Cemetery Caretaker is responsible for upholding all applicable NCA standards and regulations. 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 Cemetery Caretaker is under the direct supervision of the Lead Cemetery Caretaker.

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, shrubby 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. Assists in the internment procedures, preparing gravesite, lowering remains, returning grounds to acceptable standards.
7. When needed, Coordinate burials with local Honor Guard units.
8. Assists in Preparation of committal shelter for services, with respect to family wishes, keeping in mind NCA standards and military protocol.
9. Assists with digging, backfill and dressing of internment site using heavy equipment and various hand tools.
10. When needed, leads in digging headstone holes using various hand tools.
11. When needed, leads in setting headstones using proper alignment procedures in accordance to NCA standards.

12. When needed, leads in setting section markers in appropriate locations.
13. Maintain cleanliness of headstones.
14. Assists 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 six (6) 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.

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: September 4, 2018

Closing Date: September 17, 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:

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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.

RE-ADVERTISED

Vacancy Announcement #17-063

Position: Transit Driver (1)
(Part-time)

Salary: Grade 9/0 (CDL-C or B) (\$20,515)
Grade 15/0 (CDL-A) (\$25,218)

Program: Oglala Sioux Transit

Location: Pine Ridge, SD

Opening Date: September 4, 2018
Closing Date: September 17, 2018

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)***

Notice:

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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: September 4, 2018

Closing Date: September 17, 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:

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RE-ADVERTISED

Vacancy Announcement #17-153

Position: District Service Maintenance/Janitor
(Non-exempt)

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

Program: OST Administration

Location: **LaCreek District CAP**

Opening Date: September 4, 2018

Closing Date: September 17, 2018

General Description of Duties:

The District Service Maintenance/Janitor provides overall maintenance and janitorial services to the district government and district offices and performs delivery, trucking, and general assistance duties as required by the uniqueness of the individual District Service Center. Each District Service Maintenance/Janitor may perform varying duties depending upon the requirements of the different District Service Center. The District Service Maintenance/Janitor must be able to perform light maintenance to reduce the reliance of the District Service Center upon external mechanical contractors and must be able to manage time effectively in order to fulfill general laborer needs of the District Service Center. The District Service Maintenance/Janitor is under the direct supervision of the District Service Center Manager.

Specific Duties:

1. Perform all light maintenance duties for the District Service Center, which do not involve extensive work that would require external mechanical contractors.
2. Perform all janitorial/labor duties within and around the District Service Center.
3. Assist the District Service Center staff in deliveries and other duties required to maintain constant services to the general population.
4. Will operate district vehicles, as determined by the District Service Center Manager.
5. Perform laborer duties as required by the District Service Center.

6. Perform other duties related as requested by the District Service Center Manager.
7. Maintain grounds keeping and landscaping duties.
8. Responsible for all district service center equipment and tools.
9. All other related duties as assigned by the supervisor.

Requirements and Knowledge:

1. Must be willing to obtain training when offered.
2. Must possess public relation skills.

Qualifications:

1. Must have a minimum of a HS/GED with maintenance and/or general janitorial experience.
2. Must have 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:

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RE-ADVERTISED

Vacancy Announcement #18-043

Position: Water Administrator
(Non-Exempt)
Salary: Grade Level 17/0
(\$27,014 per annum)
Program: Natural Resources Regulator Agency
Location: Pine Ridge, So. Dak.
Opening Date: September 4, 2018
Closing Date: September 17, 2018

General Description of Duties:

The Water Administrator (WA) shall assist the Natural Resources Director in the enforcement of the Oglala Sioux Tribe's regulations and laws in order to protect and manage the water resources and water rights of the Oglala Sioux Tribe. The WA shall perform all field and office work duties related to the activities of the Natural Resources Regulatory Agency (NRRA), specifically the Water Resources Department. The WA shall provide technical assistance to the other associated Departments under the Agency such as the Forestry Department, the Badlands Bombing Range Department and the Minerals & Mining Department. The WA will act as a liaison between the Tribe and other Tribal, federal and state agencies and other entities that affect water resource management. The WA will ensure compliance with water resources laws. The WA may be required to work long and irregular hours performing Field Investigations and other assigned duties. The WA must ensure accurate, timely, and professional work is accomplished on assigned duties. The Water Administrator is under the direct supervision of the Natural Resources Director of the Natural Resources Regulatory Agency

Specific Duties:

1. Research of water rights cases, law, settlements, on-going legislation, and other pertinent water issues, with special regard to items of potential concern to the Oglala Sioux Tribe. Assist the Natural Resources Director in developing legislation or modifying Tribal laws to protect Tribal water rights.
2. Serve as an assistant and/or alternate to the Natural Resources Director who serves as a Board Member for the Great Plains Tribal Water Alliance, a chartered organization under the Oglala Sioux Tribe, in collaboration with the Standing Rock Sioux Tribe and Rosebud Sioux Tribe. Attend all meetings related to this organization.
3. Assist in the development and implementation of a long-range, comprehensive water resources management and development plan for the Oglala Sioux Tribe to defend Indian reserved water rights and improve the quality of life and economic conditions and provide water for all beneficial uses based on current and future demands.
4. Collect, coordinate and manage water resources data to support Natural Resources Regulatory Agency activities in the protection, management and conservation of the water resources and water rights of the Oglala Sioux Tribe.
5. Performs field-monitoring activities and inventories to determine adequate water quantity levels on both surface and sub-surface water resources on the Pine Ridge Reservation. Produce presentations, maps and supplemental reports to these activities.
6. Assist in the development and implementation of a comprehensive monitoring well network and produce reports from data collected to demonstrate trends, fluctuations in sub-surface waters which may affect water quality.
7. Identifies and analyzes information on water resources quantity and quality concerns and provides recommendations for better implementation of the protection, conservation, and management of the water resources to the Natural Resources Director.
8. Collect and maintain data of users of the water resources within the Pine Ridge Reservation. Assess and collect fees, as permissible, for the utilization of natural resources within the Pine Ridge Reservation. Maintain accounting system of permit and application revenues of users in order to sustain water monitoring activities of the Agency.
9. Provides input and recommendations for compliance with Tribal and Federal laws, inclusive of review of development activities associated with environmental assessments, environmental impacts statements, and environmental reviews.
10. Administration and enforcement of the OST Water Code and any future enacted water resources codes to ensure compliance and assist in

- protecting tribal water rights. Cites violations and takes enforcement action as needed. Implement all components of the Oglala Sioux Tribe Water Permitting Process, including, but not limited to field investigations/inspections, surveys to determine compliance with OST Water Code, and follow-up inspections.
11. Inform, educate, and train the public about environmental and natural resource regulations of the Oglala Sioux Tribe. Promote natural and water resources protection/conservation measures through education outreach. Ensure that "Mni Uonihanpi Anpetu" Respect Water Day activities are implemented.
12. Maintain coordination and collaboration between Oglala Sioux Tribe and Federal agencies on natural and water resources issues on the Pine Ridge Reservation.
13. Report and investigate any violations or complaints of the OST environmental, natural and water resources regulations to the Natural Resources Director. Document activities and provide clear, legible narrative reports to the Natural Resources Director.
14. Implement activities of any additional special projects, grants, and supplemental funding received by NRRA related to the protection, conservation and management of water resources. Act as a Supervisor for additional staff brought in through these special projects, grants, and supplemental funding as directed by the Natural Resources Director.
15. Attend and complete training pertinent to this position.
16. Perform other program related duties as assigned by the Natural Resources Director.

Requirements and Knowledge:

1. Equivalent experience of at least two (2) years working in Environmental, Natural Resources or similar field **preferred**.
2. Water Resource Technician training (BIA Water Resources Technician Training Program) **preferred**.
3. Knowledge of Clean Water Act, Safe Drinking Water Act, Clean Air Act, Resources Conservation and Recovery Act, Federal Insecticide, Fungicide & Rodenticide Act, and Toxic Substance Control Act **preferred**.
4. Knowledge of National Environmental Policy Act, including Environmental Assessments/reviews and Environmental Impact Statements **preferred**.
5. One (1) year experience accounting for revenues derived from permitting processes (application fees, permit billing) **preferred**.
6. One (1) year experience with enforcement activities associated with monitoring of permits and ensuring compliance with laws and permit provisions **preferred**.
7. One (1) year experience working with Global Positioning Systems (GPS) and Geospatial Information Systems (GIS) and mapping skills **preferred**.
8. Must be able to perform field work (hiking rough terrain, planting trees, etc.).
9. Must have excellent documenting and writing skills.
10. Must have excellent public relation skills.
11. Must have excellent work ethics: professional, prompt, dependable, and dedicated.
12. Must have at least one (1) year experience working with word processing and spreadsheet software, i.e., Word, Excel, etc.

Qualifications:

1. Must have a High School Diploma/GED with equivalent credits towards an Associated Degree **or** an Associate Degree, pursuing a Bachelor's Degree in Environmental Science or related Natural Resources field **preferred**.
2. Must have a valid Driver's License and insurable under the Oglala Sioux 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:

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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.