



**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.oglala.gov](http://www.oglala.gov)

**Opening Date: March 16, 2026**

**Closing Date: March 27, 2026**

26-037	FSS Specialist	Child Protection Services	Pine Ridge, So. Dak.
26-038	Compliance Technician (4)	Clinical Lab	Pine Ridge, So. Dak.
26-039	Criminal Investigator	Dept. of Public Safety/CI Unit	Reservation Wide
26-040	Field Operations Specialist (3)	Emergency Management	Pine Ridge, So. Dak.
26-041	Referral Van Driver (3)	Health Administration	Pine Ridge, So. Dak.
26-042	Cangleska Waoonspe Administrative Assistant	Health Administration	Pine Ridge, So. Dak.
26-043	Transit Driver (3)	Oglala Sioux Transit	Pine Ridge, So. Dak.
26-044	Cemetery Caretaker	OST Veterans Cemetery	Kyle, So. Dak.
26-045	Hook Truck Driver	Solid Waste Management	Pine Ridge, So. Dak.
26-046	Landfill Monitor (2)	Solid Waste Management	Cuny Table/Buffalo Gap, SD JCT
26-047	Transfer Site Monitor (3)	Solid Waste Management	Reservation Wide
26-048	Support Services Liaison	Tribal Education	Kyle, So. Dak.

**RE-ADVERTISEMENTS**

26-001	Assistant Cook (2)	Dept of Corrections/JC	Pine Ridge, So. Dak.
26-006	Information Technology Technician	Dept of Corrections/AOF	Pine Ridge, So. Dak.
26-007	Telecommunication Officer (2)	Dept. of Public Safety	Pine Ridge, So. Dak.
26-009	Director/Health Educator	Health Education	Pine Ridge, So. Dak.
26-013	Intake Clerk	Tribal Court	Pine Ridge, So. Dak.
26-014	Lead Court Clerk	Tribal Court	Pine Ridge, So. Dak.
26-020	PCC Data Technician/Biller	Community Health Representative	Pine Ridge, So. Dak.
26-021	Secretary/Data Entry Clerk	Credit & Finance	Pine Ridge, So. Dak.
26-031	Clinical Nurse Manager/RN	Native Womens Health Care	Rapid City, So. Dak.

**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. (INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED)**

## Vacancy Announcement #26-037

Position: Family Support Service Specialist  
(Non-exempt)

Salary: Grade Level 30/0  
(\$42,248 per annum)

Program: Child Protection Services  
Location: Pine Ridge, So. Dak.

Opening Date: March 16, 2026

Closing Date: March 27, 2026

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### General Description of Duties:

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

### Specific Duties:

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

13. All other related duties as required by immediate supervisor.

### Requirements and Knowledge:

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

### Qualifications:

1. Associates Degree in Social Work or Human Services preferred **OR** HS Diploma or GED with three (3) years of working with children and families required.
2. Valid driver's license required.

### How to Apply:

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

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## Vacancy Announcement #26-038

Position: Compliance Technician (4)  
(Non-exempt)  
Salary: Grade Level 25/0  
(\$35,572 per annum)  
Program: Clinical Lab  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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### General Description of Duties:

The Compliance Technician shall collect UA and hair specimens in accordance with the Oglala Sioux Tribe Personnel Policies and Procedures Drug Free Workplace Policy to detect the use of illegal drugs by Oglala Sioux Tribal employees, contracted clients, and applicants prior to employment with the Oglala Sioux Tribe and other local businesses. The Compliance Technician shall be under the direct supervision of the Office Manager.

### Specific Duties:

1. Maintain a confidential record system, and complete paperwork and file maintenance in a timely manner.
2. Maintain a fair and impartial testing standard to safeguard the integrity of the Oglala Sioux Tribe Clinical Lab.
3. Complete all chain of custody forms correctly (U.S. D.O.T. and non-D.O.T.).
4. Maintain chain of evidence from sample gathering to lab.
5. Notify clients of drug testing protocols.
6. Perform hair follicle collections and complete paperwork correctly.
7. Fax all necessary paperwork to Medical Reserve Officer's office.
8. Inform clients of drug testing policies and procedures.
9. Maintain professional appearance at all times.
10. Clean, disinfect, and maintain testing areas and lab.
11. Maintain confidentiality at all times.
12. Present a friendly and professional attitude to clients and co-workers.
13. Adhere to protocol when disposing of UA samples, controls/reagents, and/or used equipment.
14. Observe clientele and complete necessary forms correctly for reasonable suspicion testing.
15. Perform after-hours testing as needed.
16. Perform observed, court-ordered UA collections on Oglala Sioux Tribe, state, and federal clients.
17. Be a witness at Oglala Sioux Tribe, state, and federal court proceedings regarding drug arrests.
18. Perform all required calibrations of all breath alcohol testing equipment.
19. Maintain accurate and precise records of all breath alcohol tester calibrations.
20. Perform ELISA confirmations of presumptive positives and complete forms correctly.
21. Utilize an opioid overdose treatment for possible opioid exposure on self or clients.
22. Differentiate the short-term physical effects between stimulants and depressants.
23. Perform tests on physical surfaces for the presence of illicit drug residues.
24. Disinfect and deep-clean all office and work areas.

25. Observe and obey all tribal laws and ordinances pertaining to COVID-19 safety protocols including wearing a mask and social distancing.
26. Observe and obey all safety protocols pertaining to testing clients that may be under the influence of drugs/ alcohol and who may become hostile.
27. Dispose of all urine samples in a safe and timely manner.
28. Disinfect and clean all hair follicle collection supplies.
29. Write incident reports regarding clients' testing and forward to Oglala Sioux Tribe Human Resources.
30. Scan and maintain a digital archive of all drug testing forms and reports.
31. Other duties as assigned.

### Requirements and Knowledge:

1. Must observe 42 CFR Part 2, 49 CFR Part 40, Privacy Act of 1974, HIPAA Regulations, the Drug-free Workplace Act, and Oglala Sioux Tribe Policies and Procedures Manual.
2. Must become certified in HIPAA regulations within thirty (30) days of hire.
3. Must become certified in U.S. D.O.T. and non-D.O.T. collections within thirty (30) days of hire.
4. Must become certified to collect hair follicle samples within thirty (30) days of hire.
5. Must become certified as an operator/ calibrator and breath alcohol technician within thirty (30) days of hire.
6. Must become certified in Supervisory Reasonable Suspicion Observation and testing (and complete contemporaneous and long-term forms correctly).
7. Must maintain an alcohol and drug-free lifestyle at all times.
8. Must be computer proficient with emphasis in MS Excel, MS Word, Google Sheets, and be able to use a scanner, printer, and fax machine effectively.
9. Must be able to be "on-call" for after- regular work hours testing.
10. Must be able to lift and carry 50 lbs.
11. Must be able to work on your feet for 80% of the time at work, 20% seated.
12. Receive training to utilize Narcan (or any emergency opioid overdose treatment) for possible opioid exposure within 30-days of hire.
13. Must become certified in CPR and first aid procedures within 30-days of hire.

### Qualifications:

1. H.S. Diploma/G.E.D. required.
2. Must possess a valid driver's license.

### How to Apply:

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## Vacancy Announcement #26-039

Position: Criminal Investigator  
(Exempt)  
Salary: Grade Level 42/0 – 43/0  
(\$63,840 - \$66,075 per annum)  
Program: Dept of Public Safety –  
Criminal Investigation Unit  
Location: Pine Ridge, So. Dak. /Reservation Wide  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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

The Criminal Investigator is under the direct supervision of the Supervisory Criminal Investigator. The primary responsibility is investigative functions of crimes committed on, or involving, the Oglala Sioux Tribe/Pine Ridge Indian Reservation. This includes major federal and in-state crimes simulated into the federal statutes under Title 18 USC§ 1153. These crimes include, but are not limited to: murder, manslaughter, child sexual abuse, kidnapping, rape, assault, arson, burglary, robbery, counterfeiting, and embezzlement. These crimes also include organized criminal enterprises affecting gaming and gaming operations; and involving the production, sale, or distribution of illegal narcotics. In addition, this position shall be used to preserve and maintain law and order throughout the Pine Ridge Reservation under jurisdiction of the Oglala Sioux Tribal Courts.

### Specific Duties:

1. Investigate, arrest, and detain persons relating to suspended or violations of tribal, federal, state, and/or local laws such as assault, burglary, auto theft, or child sexual abuse.
2. Will be required to testify at hearings and trials in tribal, federal, or state courts. Secure search and arrest warrants through the process of affidavit.
3. Responsible for seizing, securing, and maintaining the proper chain of custody for crime scene evidence. Interview suspects and witnesses, secure and collaborate testimony, manage and direct movement security of prisoners into control of the detention personnel.
4. Prepare accurate detailed case reports of investigations, activity reports, and statistical reports for submission to a higher-level investigation for final disposition.
5. Perform surveillance of sites under close watch of other investigators to obtain evidence and to seek suspects and events of probable criminal activity. Develop intelligence data on individuals and organizations known or suspected to be involved in criminal activity. Recruit and cultivate individuals for use in support of criminal investigations.
6. Will work closely, as required, with the uniform division personnel and will coordinate activities and shared responsibility situations.
7. Assist with the Federal Bureau of Investigations and US Marshalls Service in executing federal warrants of arrest.
8. Transport federal prisoners when needed.
9. Required to work irregular shifts, nights, weekends, and holidays.
10. Serve civil and criminal writs.
11. Seize property pursuant to court orders.
12. Adhere to all policies and procedures adopted by the Department of Public Safety of the Oglala Sioux Tribe and will be responsible for the consequences of breach of same.
13. Respond to assist with serious incidents and with special events,
14. Will implement community policing to ensure the participation of the Pine Ridge Reservation communities in the protection of life and property.
15. Perform other related duties as assigned by the supervisor.

### Requirements and Knowledge:

1. Must have in-depth knowledge of law enforcement procedures and techniques including investigation of crimes, federal rules of criminal procedures, police conduct, courtroom etiquette, rules of evidence, and rules of testimony.

2. Must have general knowledge of tribal, federal, and state court decisions which impact law enforcement on Indian lands, especially decisions involving jurisdictional authority questions.
3. If an instructor, he/she will assist in conducting police training for the specified area in which he/she is certified to instruct.
4. Must have the ability to read, write, and spell correctly, and have good verbal communication skills.
5. Must have skill in collecting, assembling, and representing pertinent facts both orally and in writing, and in preparing clear and concise reports.
6. Must have knowledge of computer applications and information management technology used to track and assist in the conduct of criminal investigations.
7. Must have skill in the use of firearms and pass bi-annual qualifications.
8. Must have good driving skills.
9. Must be able to work under stressful and sometimes dangerous conditions. Must be in good physical condition and have the ability to think and respond quickly.
10. The Privacy Act of 1974 mandates maintaining complete confidentiality of all records and all other pertinent information.
11. Must be able to participate in a Physical Efficiency Battery (PEB) test and participate in a PEB annually.
12. Must maintain physical fitness and proficiency in use of firearms and vehicles.
13. This position is identified as a "Testing Designated Position".

### Qualifications:

1. Must have a High School Diploma or equivalent GED.
2. Must have a valid driver's license with no serious traffic violations within the past three (3) years.
3. Must have completed United States Indian Police Academy (IPA), or equivalent training from a recognized Law Enforcement Police Academy, **with current certification.**
4. Basic Criminal Investigator training with current certification **preferred**; if **not certified**, will complete training within six (6) months of hire for certification.
5. Completed supervisory training from a recognized Law Enforcement Police Academy **preferred**, if not, will receive training within six (6) months of hire
6. Must have five (5) years of work experience in law enforcement.
7. Certified weapons qualification to carry a duty weapon; qualification **must be current.**
8. Must qualify for and receive a Deputy Special Officer Commission from the Bureau of Indian Affairs.
9. Not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense, or any of two or more misdemeanors offenses, under federal, state, or tribal law involving crimes of violence, sexual assault, molestation, exploitation contact, prostitution, crimes against persons, or offenses committed against children.
10. No convictions of domestic violence.
11. A complete background investigation with a favorable adjudication per federal statutes 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)**

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## Vacancy Announcement #26-040

Position: Field Operations Specialist (3)  
Salary: Grade Level 26/0  
(\$36,817 per annum)  
Program: Emergency Management  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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

The Field Operations Specialist (FOS) will cover areas during presidentially declared and non-declared disasters or emergencies. The FOS will respond to winter blizzards, wildland fires, search & rescue operations, structural fires, mass casualty events, Homeland Security operations, large event coordinations, critical utility outages, and recovery efforts from disaster related events. OST Emergency Management deals with all hazards from natural disasters to man-made. The FOS will understand that flexibility, problem solving skills, and dedication is a priority for this position. The FOS is under the supervision of the OST Emergency Management Director.

### **Specific Duties:**

1. Assist with operations and ensure equipment is readily available in each district for preparation of a disaster.
2. Assist Public Safety, Roads Departments, and IHS Ambulance Service during harsh weather conditions to secure or close and/or maintain emergency access to communities across the reservation.
3. Maintain and account for all specialized Emergency Management equipment and ensure equipment is readily available for response to all hazardous events.
4. Assist and work with Volunteer Fire Depts (VFD) during structural fire events and vehicle extrication.
5. Respond when BIA Wildland Fire Department requests resources for wildland fires.
6. Assist tribal programs during emergencies that threaten the health and welfare of the public.
7. Assist with initial assessments of damages after an emergency/disaster situation.
8. Assist with coordination of tribal resources for immediate assistance for damages to property of tribal members
9. Assist with Search & Rescue (SAR) Operations and work with tribal and surrounding SAR resources during missing persons and rescue operations.
10. Assist Public Safety with specialized equipment needs or services during investigations or evidence recovery.
11. Assist tribal programs with critical infrastructure recovery operations during or after major disaster events.
12. Transport critical needs materials across the reservation to communities that are in need during or after a major emergency.
13. Will maintain daily operation logs.
14. Assist the Director with critical equipment inventory status reports.
15. Assist with identifying resource needs.

16. Assist with maintaining emergency alert systems in all districts and communities.
17. Assist with Community Emergency Response Team training operations and other community training needs.
18. Provide training to First Responders, Search & Rescue, and Community Emergency Response Teams.
19. Assist the Director in developing and updating OST Emergency Operations Plans.
20. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
21. Perform other relevant duties as assigned by the Emergency Management Director.

### **Requirements and Knowledge:**

1. Must be computer literate and knowledgeable of Microsoft Office programs.
2. Must possess excellent oral and written communication skills and organizational skills.
3. Fire Service Structural and/or Wildland experience preferred.
4. Search & Rescue experience preferred.
5. Emergency Management Response experience preferred.
6. Must be available on call twenty-four (24) hours per day, seven (7) days per week.
7. Must be able to complete the Professional Development series training per FEMA guidelines and the ICS 100, 200, and 700 Certifications within twelve (12) months of hire.
8. Must be able to perform maintenance on diesel- and gas-powered equipment.
9. Must be willing to attend other specialized trainings to adjust to evolving man-made and natural disasters.

### **Qualifications:**

1. Must have High School Diploma/GED **OR** two (2) years' work experience.
2. Must have one (1) year experience with heavy equipment.
3. Must have a valid driver's license.

### **How to Apply:**

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

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## Vacancy Announcement #26-041

Position: Referral Van Driver (3)  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Health Administration  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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

The Referral Van Driver is responsible for transporting referral patients from their location to their scheduled appointments. The Referral Van Driver is responsible for seeing that the dialysis patients are at their appointments on time. The Referral Van Driver will check with the dispatch for all scheduled runs for the day and continue to check in so dispatch will know where the driver is at all times. The Referral Van Driver must be considerate of the patients by getting them to their appointments on time. The Referral Van Driver must keep records of the day's activities and do monthly reports of all trips for billing purposes. The Referral Van Driver is responsible for their vehicle upkeep and cleanliness at all times. The Referral Van Driver will be under the direct supervision of the Referral Van Driver Supervisor.

### **Specific Duties:**

1. Work on assigned rotating shifts, including weekdays and weekends, and be available for emergency call backs at any given time.
2. Check with dispatch for that day and the next day's scheduled referral trips and consistently check in with dispatch while on duty.
3. Turn in trip sheets on a regular, daily basis to the billing department.
4. Keep a daily log sheet on all patients and mileage used.
5. Adhere to all company and tribal policies, procedures, protocols, and guidelines.
6. Perform other related duties as assigned by the immediate supervisor.

### **Requirements and Knowledge:**

1. Must complete the First Responder Course for certification within one (1) year of hire.
2. Must be EVOC certified within one (1) year of hire.
3. Must be HIPAA Certified within one (1) year of hire and comply with the rules and regulations of HIPAA.

4. Must be capable of handling stressful situations as they occur.
5. Must have the ability to remain calm and react in a professional manner in the event of a disaster/mass casualty incidence.
6. Must submit to random drug testing upon request as required by OST Personnel Policies and Procedures.
7. Must be prompt and dependable.
8. Must complete the CPR training and be certified within six (6) months of employment and pass the course for continued employment.
9. NIMS (National Incident Management System) must obtain within six (6) months of hire.
10. Must be able to lift, carry, and balance 150 lbs.
11. Must provide yearly physical examinations and have updated immunizations including Hepatitis B, Influenza, MMR, Varicella, Tetanus, Diphtheria, Pertussis, and Meningococcal; as well as have the Tuberculin skin test done yearly.
12. Must be at least eighteen (18) years of age and be able to drive in big cities.
13. Must be able to take overnight trips to cities off reservations for patient appointments.

### **Qualifications:**

1. Must have a High School Diploma or GED.
2. Must have a valid driver's license, be insurable, and submit to a background check.
3. Must not have any major traffic violations within the past year, i.e., DUI, DWI, Reckless Driving, Exhibition Driving, or Vehicular Homicide.

### **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 #26-042

Position: Cangleska Waoonspe Administrative Assistant  
(Non-exempt)  
Salary: Grade Level 21/0  
(\$30,999 per annum)  
Program: Health Administration  
Location: Pine Ridge, So. Dak.

Opening Date: March 16, 2026

Closing Date: March 27, 2026

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### **General Description of Duties**

The Cangleska Waoonspe Administrative Assistant will support the Cangleska Waoonspe Suicide Prevention Program by ensuring smooth day-to-day operations. This includes providing administrative support to program staff, managing logistics, maintaining records, and facilitating communication among stakeholders. The Administrative Assistant will be under the direct supervision, and report to, the Cangleska Waoonspe Suicide Director.

### **Specific Duties**

1. Coordinate and schedule meetings, trainings, and events.
2. Manage program calendars, correspondence, and reports.
3. Maintain accurate program records and assist with grant reporting.
4. Order and manage supplies, materials, and office equipment.
5. Organize and maintain both physical and digital filing systems.
6. Provide logistical support for community events, outreach, and participant registration.
7. Assist in preparing reports, presentations, and other program materials.
8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
9. Perform other position/program related duties assigned by the supervisor.

### **Requirements and Knowledge**

1. Strong organizational and multitasking skills with attention to detail.
2. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
3. Excellent written and verbal communication skills.
4. Familiarity with tribal culture, values, and traditions.
5. Ability to work independently and collaboratively with diverse groups.
6. Willingness to work occasional evenings and weekends for program events.

### **Qualifications**

1. High School Diploma or GED **required**; Associate's or Bachelor's degree preferred.
2. Minimum of two (2) years of administrative or clerical work experience, preferably in a nonprofit, tribal, or public health setting.
3. Must have a valid driver's license and reliable transportation.

### **How to Apply:**

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## Vacancy Announcement #26-043

Position: Transit Driver (3)  
(Non-exempt)  
Salary: Grade Level 14/0 – 21/0  
(CDL-C) (\$24,365 per annum)  
(CDL-A or B) (\$30,999 per annum)  
Program: Oglala Sioux Transit  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026  
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### General Description of Duties:

The Transit Driver will be trained to operate buses, mini-buses, and vans to implement duties pertinent to the position; to 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 the OST Transit Program. This position is classified as a sensitive position and is subject to more stringent drug screening and background checks. **Upon completion of all training and proof of classifications the Transit Driver wages will be adjusted on the scale to a higher Grade /Step.** The Transit Driver shall be under the direct supervision of the Transit Director.

### 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 assigned transit vehicle to observe any visual defects of operating systems—brakes, tires, horn, windshield wipers, lights, first-aid kits, emergency flashers, wheelchair lift, 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.
6. Conducts a post-inspection of assigned transit vehicle to observe any visual defects of operating systems—brakes, tires, horn, windshield wipers, lights, first-aid kits, emergency flashers, wheelchair lift, and door-opening devices upon completion of route.
7. Collects fares and prepares transfers for persons to go on other routes. Answers questions about fares, routes, and service.
8. Helps elderly or disabled persons to enter and exit the bus/van.
9. Reports emergency or imminent safety conditions to dispatcher via available communication system.
10. Completes passenger log at completion of shift, noting any safety items, customer complaints, or comments.

11. Complies with local and tribal traffic regulations.
12. 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.
13. May be assigned to switch buses around bus yard, move buses in and out of maintenance line, or drive tow truck or service truck.
14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
15. Performs other position/program related duties assigned by the immediate supervisor.

### Requirements and Knowledge:

1. Must have a friendly, customer-oriented personality.
2. Must have physical strength adequate to maneuver the bus/van and or wheelchairs and assist passengers entering or getting off the bus.
3. 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.
4. Must obtain a Class B with a Chauffeur Certification and Passenger Endorsement during the 90-day Probationary Period and employment is conditional on obtaining the appropriate licenses and certifications.
5. 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 Part 655.
6. This position is identified as a "Testing Designated Position".

### Qualifications:

1. Must have a High School Diploma or GED Certificate.
2. Must hold a current valid Commercial Driver's License with a minimum of a current 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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## Vacancy Announcement #26-044

Position: Cemetery Caretaker  
(Non-exempt)  
Salary: Grade Level 15/0  
(\$25,218 per annum)  
Program: OST Veterans Cemetery  
Location: Kyle, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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### General Description of Duties:

The Cemetery Caretaker maintains cemetery grounds, facilities, and equipment. The Cemetery Caretaker performs the installation and ongoing maintenance of headstone markers and niche covers. The Cemetery Caretaker does various office duties when needed (e.g., accounts payable vouchers, requisition forms etc.) Coordinates burials that comply with NCA (National Cemetery Association) standards. Responsible for upholding all applicable NCA standards and regulations. Performs maintenance of the building, including janitorial duties of the facilities, and landscaping and grooming of the grounds including the 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 used in the maintenance of cemetery grounds. This equipment includes: frontend loader, small tractors, gas powered hand mowers, shrubbery trimmers and shears, and various bobcat attachments (e.g. snowplow, mower, forklift, loader).
2. Secure the grounds and gates.
3. Post and retire flags when weather permits.
4. Secure the building by checking and locking each door.
5. Maintain all vehicles and equipment according to maintenance schedules and keep record logs of vehicle maintenance.
6. Assist in the interment procedures of preparing gravesites, lowering remains, and returning grounds to acceptable standards.
7. When needed, coordinate burials with local Honor Guard units.
8. Assist in preparation of committal shelters for services, with respect to families wishes, and keeping with NCA standards and military protocol.
9. Assist with digging, backfill, and dressing of interment sites using heavy equipment and various hand tools.
10. When needed, lead in digging headstone holes using various hand tools.
11. When needed, lead in setting headstones using proper alignment procedures in accordance to NCA standards.

12. When needed, lead in setting section markers in appropriate locations.
13. Maintain cleanliness of headstones.
14. Assist in unloading of headstones and report 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, and electrical system and be 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, shrubs, and plants.
5. Knowledge of duties, procedures, functions, and applications on proper ground maintenance procedures and interment procedures.
6. Knowledge of irrigation system, 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), and be able to work in and around dirt and unpleasant fumes.
8. Attend needed trainings as per NCA requirements.

### Qualifications:

1. High School Diploma or GED required.
2. Valid driver's license required.
3. 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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## Vacancy Announcement #26-045

Position: Hook Truck Driver  
(Non-exempt)

Salary: Grade Level 20/0 (\$29,951 per annum) NO CDL  
Grade Level 22/0 (\$32,084 per annum) CDL

Program: Solid Waste Management

Location: Pine Ridge, So. Dak.

Opening Date: March 16, 2026

Closing Date: March 27, 2026

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

The Hook Truck Driver will be required to transport trash bins from districts to designated landfills/baler buildings. The Hook Truck Driver will be required to routinely maintain the hook truck. The Hook Truck Driver will need to be physically fit to climb bins and to tarp before transporting. The Hook Truck Driver will provide services to the general public. The Hook Truck Driver will work under the direct supervision of the Director.

### **Specific Duties:**

1. Operate hook truck in a professional and safe manner.
2. Haul bins from district transfer stations to the Pine Ridge Baler Building.
3. Tarp bins before transporting.
4. Keep maintenance records of trucks.
5. Will be required to pull a pup when necessary.
6. Other related duties as assigned by the Director.

### **Requirements and Knowledge:**

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

### **Qualifications:**

1. Must have reliable transportation.
2. Must have a minimum of two (2) years' experience in truck driving.
3. CDL preferred – Must obtain within one (1) year of hire.

### **How to Apply:**

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

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## Vacancy Announcement #26-046

Position: Landfill Monitor (2)  
(Non-exempt)

Salary: Grade Level 23/0  
(\$33,207 per annum)

Program: Solid Waste Management

Location: Cuny Table – Buffalo Gap Junction, SD

Opening Date: March 16, 2026

Closing Date: March 27, 2026

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

The Landfill Monitor will be required to operate various heavy equipment at a sanitary landfill setting. The Landfill Monitor will routinely maintain the equipment, compact and cover solid waste debris and keep surrounding area free of blown trash. The Landfill Monitor shall work under the direct supervision of the SWM Director.

### **Specific Duties:**

1. Operate equipment such as road graders, earthmovers (scrapers), front end loaders etc.
2. Maintain the landfill site on a regular basis; this will involve compacting and covering all waste materials.
3. Maintain surrounding landfill area including blown debris on fences, ditches and fields.
4. Maintain drainage ways for proper run off.
5. Maintain equipment daily (clean tracks, clean all materials hazardous to equipment, lubricate all equipment, change oil and filters when needed etc.).
6. Other related duties as assigned by the immediate supervisor.

### **Requirements and Knowledge:**

1. Must be willing to obtain additional training as it pertains to the program.
2. Must have knowledge of basic landfill operations (compacting and covering).
3. Must know the procedure to contain landfill fires.
4. Must be dependable and able to work without supervision.
5. Must have basic knowledge in equipment maintenance procedures.
6. Must be physically capable to perform the duties as described above.

### **Qualifications:**

1. Must have reliable transportation and a valid South Dakota Driver's License, as employee will drive program vehicles.
2. Must have a minimum of two (2) years of experience in heavy equipment operations.

### **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 #26-047

Position: Transfer Site Monitor (3)  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Solid Waste Management  
Location: Kyle, So. Dak. – (Potato Creek) -1  
Pine Ridge, So. Dak. - 2

Opening Date: March 16, 2026

Closing Date: March 27, 2026

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

The Transfer Site Monitor shall work under the direct supervision of the Solid Waste Management Director and will be responsible for maintaining the Transfer Site on a daily basis by keeping it clean and free of windblown materials such as waste paper. Will assist the Transfer Site Operator during maintenance of the ramp and removal of white goods, tires, and other larger waste. Will be at the site as scheduled to accommodate community needs. Will make sure that refuse is disposed of at designated areas and provide security as needed to prevent burning and scavenging.

### **Specific Duties:**

1. Will be at the Transfer Site at 8:00 am and close at 4:30 pm, Monday through Friday, or unless otherwise specified by the Director.
2. Will remain at the site at all times during the workday unless otherwise specified or scheduled. Use your break time of 15 minutes in the morning and afternoon or take an hour lunch break.
3. Pick up all windblown materials such as litter on and around the ramp area, keep the area around the bin free of debris so hook trucks have access to the bins, keep the roads to the Transfer Site clean, and pick the trash from the fence lines.
4. Make sure that individuals and collection vehicles dispose of garbage at the designated areas.
5. Assist individuals, especially the elderly in unloading garbage from their vehicles.
6. Will open the landfill during special occasions, such as pow-wows, community activities, and spring clean-up.
7. Assist Transfer Site Operators and Hook Truck and Grapple Truck Drivers during maintenance of the Transfer Site and provide basic mechanics as needed.
8. Other duties assigned by Director.
9. Shall allow no burning at the Transfer Site at any time. This is very important!

### **Knowledge and Requirements:**

1. Knowledge/ experience in Transfer site maintenance preferred.
2. Must be physically capable to perform the duties as described above.
3. Must be willing to take additional training in Solid Waste Management.
4. Must be able to work under extreme weather conditions, i.e. cold and hot.

### **Qualifications:**

1. Must have reliable transportation.

### **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 #26-048

Position: Support Services Liaison  
(Non-exempt)  
Salary: Grade Level 30/0  
(\$42,248 per annum)  
Program: Tribal Education Agency  
Location: Kyle, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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

The Support Services Liaison will be responsible for providing technical assistance to the six tribally-controlled P.L. 100-297 grant schools on the Pine Ridge Indian Reservation relating to facility management to ensure they are in compliance with all mandated federal, state and tribal regulations. The Support Services Liaison will be under the direct supervision of the OST Tribal Education Director.

### **Specific Duties:**

1. Ensure that the schools are completing the required environmental safety reports and written responses to the outside entities.
2. Ensure all safety inspections at the schools for fire alarm systems, fire suppression systems, and extinguishers are performed as required by code.
3. Assist the schools in correcting all safety deficiencies listed on inspections reports written by Bureau of Indian Affairs, Public Health, and the State Fire Marshal inspectors.
4. Serve as liaison between the P.L. 100-297 tribally-controlled grant schools and the Oglala Sioux Tribe, Bureau of Indian Education offices, BIA Facility Management, and other entities.
5. Keep the tribally-controlled schools informed on all information related to facilities management, Office of Facility Management, Operations & Maintenance, transportation, and other programs at their schools.
6. Provide technical assistance to the schools on facilities and transportation.
7. Responsible for monitoring the data base for each school by ensuring all schools submit necessary data and to work with other entities to ensure the schools are current on facility management issues.
8. Apply knowledge of program evaluation, analysis, and strategic planning.
9. Represent the Tribal Education Agency at meetings and other related functions to promote and implement program objectives.

10. Develop strategies to carry out objectives of the Tribal Education Agency as their Support Services Liaison.
11. Serve as a resource to members of the school community.
12. Coordinate facility and transportation data for the Tribal Education Agency
13. Prepare reports for programs and other entities as necessary.
14. Demonstrate the ability to prepare and make presentations to various audiences.
15. May be required to work before and after the normal work schedule at times.
16. Other departmental related duties as assigned by the Tribal Education Agency Director.

### **Requirements and Knowledge:**

1. Must complete HIPAA & FERPA training within six (6) months of hire and maintain certification in regards to all confidentiality of program information.
2. Excellent communication skills.
3. Must be computer literate in Microsoft Word, Access, Excel, Publisher, and all other software as needed
4. Drug and alcohol free.
5. Must pass a local, state, and federal background check.
6. Fluency in Lakota and English preferred.
7. Indian preference applies.
8. Veteran's preference applies.

### **Qualifications:**

1. Bachelor's Degree preferred. Associate of Arts Degree **OR** 60 College Credits required.
2. Minimum of seven (7) years of work experience.
3. A valid driver's license is 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)**

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**RE-ADVERTISED**

**Vacancy Announcement #26-001**

Position: Assistant Cook (2)  
(Non-exempt)

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

Program: Department of Corrections  
**Justice Center Adult/Youth**

Location: Pine Ridge, So. Dak.

Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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**General Description of Duties:**

Prepare three (3) cooked meals each day for each prisoner incarcerated at the correctional facility. All food shall be prepared in an adequate quantity and be nutritiously balanced. The Assistant Cook may work long irregular hours, weekends, and frequently changing shifts; and assignments are subject to change without notice. The Assistant Cook works under the direct supervision of the Food Service Supervisor and all security and safety issues are governed by the Facility Administrator and other ranking Correctional Staff.

**Specific Duties:**

1. Coordinate preparation of all daily meals for the correctional facility.
2. Perform cooking tasks, supervise inmate workers (only when assisting in the kitchen), and maintain records.
3. Prepare morning, noon, and evening meals to be fed to inmates.
4. Prepare evening snacks for the diabetics.
5. Maintain the kitchen in a neat and clean manner in accordance with department policy and applicable federal health standards.
6. Follow orders from the Correctional Officer or ranking officers during crisis situations or when there is a concern or breach regarding safety and security of the facility, public, staff, or inmates.
7. Plan menus for inmate meals taking into account food quantities, recipes, preparation times, serving instructions, nutritional health care requirements, and visual appeal.
8. Abide by jail security requirements and practices.
9. Prepare meals to meet special dietary menus as directed by health care providers (doctor-dietician).
10. Keep appropriate records as established by department procedures.

11. Conduct daily inspections of kitchen.
12. Responsible for keeping personal lives drug and alcohol free, maintaining a high degree of professionalism, and complying with the Code of Conduct, Ethics, and General Code of Order.
13. May be called to duty in crisis situations and/or weather conditions by the Food Service Supervisor, Lead Correctional Officer on duty, the Facility Administrator, or Director of Corrections.

**Requirements and Knowledge:**

1. Must be able to pass the Food Handlers Course within six (6) months of hire.
2. Must be able to follow directions.
3. Must have the ability to exercise mature judgment and retain poise in pressure or crisis situations.
4. Must be professional at all times.
5. Must be able to pass a physical and medical examination to rule out medical or physical conditions that may interfere or prevent from performing duties required.
6. This position is identified as a "Testing Designated Position".

**Qualifications:**

1. Must have a High School diploma or GED.
2. Age limit 21 years or older.
3. Must possess a valid state driver's license.
4. Must have no misdemeanor or convictions within the past year, excluding minor traffic violations.
5. Must have never been convicted of a felony crime.

**How to Apply:**

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-006**

Position: Information Technology Technician  
(Non-exempt)

Salary: Grade Level 33/0  
(\$46,841 per annum)

Program: Department of Corrections/AOF

Location: Pine Ridge, So. Dak.

Opening Date: March 16, 2026

Closing Date: March 27, 2026

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**General Description of Duties:**

The Information Technology Technician will be directly responsible for the maintenance and operation of the computer system located within the Oglala Sioux Tribe Department of Corrections. The Information Technology Technician is under the direct supervision of the Director.

**Specific Duties:**

1. Ensure the computer system is in operating condition at all times.
2. Upgrade software into computer system as they become available.
3. Maintain a complete backup of the data on a daily basis to ensure records are not damaged or lost.
4. Provide training as required or requested by the immediate supervisor.
5. Attend training as required by the immediate supervisor to ensure proper maintenance and operation of the computer system.
6. Serve as the contact person for the internal and external operations of the computer system.
7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
8. Perform other position/program related duties assigned by the supervisor.

**Requirements and Knowledge:**

1. Knowledge in Computer Networking (LAN) Local Area Networking and (WAN) Wide Area Networking.
2. Knowledge in working with active directory users and computers.
3. Must have experience working with CATS cabling, switches, patch panels, and RJ35 ends.
4. Ability to obtain training and knowledge of the software of the Central Square Module (the jail module of Zuercher).
5. This position is identified as a "Testing Designated Position".

**Qualifications:**

1. Bachelor's Degree in Computer Science with two (2) years' experience in network systems administration **OR** AA Degree in Computer Science with four (4) years' experience in network systems administration.
2. Must have a valid driver's license.
3. Must be 21 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 crime.

**How to Apply:**

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-007**

Position: Telecommunications Officer (2)  
(Non-exempt)  
Salary: Grade Level 25/0  
(\$35,572 per annum)  
Program: Department of Public Safety  
Location: Pine Ridge, So. Dak  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026  
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**General Description of Duties:**

Under general supervision of the Communications Supervisor, with direct supervision under the Lead Communications Officer, perform work involving in receiving, transmitting, and recording police and fire alarms, messages, calls, and signals coming over the Police, EMS, and Fire Emergency communication systems. Operate radios, telephone system, Information Technology Aided Dispatch System, and computer equipment. Perform data entry and clerical work of average difficulty and perform related work as required. Receive the public and answer all inquiries in person or by telephone using routine procedures. Take complaints from the general public, record necessary information, and refer to appropriate authorities. Position is located at the Justice Center Facility in Pine Ridge, South Dakota.

**Specific Duties:**

1. Operate radio transmitters and receivers, telephones, information technology equipment, and other emergency communication devices.
2. Receive calls coming over the Police, EMS, or Fire Emergency communication systems, civil defense alerts and tests, State Highway Patrol, and over the State Digital Radio.
3. Dispatch manpower and equipment to locations where needed in accordance with the preconceived plans or the instructions of the supervisor.
4. Maintain log entries in the CAD system, monitor recording devices, and maintain NCIC files.
5. Contribute to the effectiveness of the overall objectives of the OST Department of Public Safety by effectively handling communications with police and the general public promptly and efficiently.
6. Communicate with associates, tribal officials, professionals from other agencies, and the general public.
7. Communicate for the purpose of taking accurate, factual complaints, giving factual information, and exchanging information.
8. Must be prepared for all emergencies, including being called back in to work.
9. Troubleshoot computer or radio malfunctions and notify on-call IT or Western Communications.
10. Adhere to: All information gathered at dispatch is confidential information and must only be released to the proper authorities.
11. Perform all other related duties as assigned by the supervisor.

**Requirements and Knowledge:**

1. Required to go to 9-1-1 training (Basic Telecommunications Officer Training) within **one (1) year of hire** of employment, and any further required communications dispatch training thereafter.
2. Must be familiar with fire, police, rangers, and EMS department rules and regulations.
3. Must have knowledge of locations of streets and buildings, locations of emergency equipment and personnel, and maintain current index of streets and annexations.
4. Must have knowledge and experience in computer usage and software programs.
5. Must have knowledge of different filing techniques, such as geographical, alphabetical, and numerical.
6. Must have knowledge of the Privacy Act, Freedom of Information Act, and confidentiality rules as they apply in regard to federal guidelines.
7. Ability to establish priorities, work independently, and proceed with objectives without supervision.
8. Knowledge of multiple desktop office automation software functions to support office operations and produce a variety of documents, such as letters, reports, memos, spreadsheets, charts, graphs, briefings, and form letters, and to input and retrieve from data systems.
9. Must have excellent organizational skills and the initiative to take on many different tasks.
10. Must have a strong understanding and knowledge of the Lakota history, culture, and philosophies.
11. Must comply with the OST Drug Free Policy and submit to random drug testing.
12. This position is identified as a "Testing Designated Position".

**Qualifications:**

1. High School Diploma or G.E.D.
2. One (1) year of work experience **required**, clerical and data entry experience **preferred**.
3. Must have a valid driver's license.
4. Must be 18 years or older.
5. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
6. 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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**RE-ADVERTISED**

**Vacancy Announcement #26-009**

Position: Director/Health Educator  
(Exempt)  
Salary: Grade Level 30/0  
(\$42,248 per annum)  
Program: Health Education  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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**General Description of Duties:**

The Director/Health Educator (DHE) will be responsible for program operations, including budgeting, attending meetings, staff supervision, establishing networks, and ensuring the program meets all requirements as determined by the Oglala Sioux Tribe (OST) and the Master Health Contract. The DHE will provide and plan opportunities to conduct health education activities such as in-services, workshops, trainings, developing educational materials, and keeping staff up to date on all health issues. The DHE will be responsible for the overall guidance of the Health Education program. The DHE will keep abreast of any changes and remain informed on diseases, wellness, and laws affecting the health of the Oglala people. The DHE will, when necessary, provide material that is culturally relevant. The DHE will work closely with all organizations at the tribal, I.H.S., local, and state level whose goals are to promote health and prevent disease. The DHE will be under the direct supervision of the OST Chief of Staff.

**Specific Duties:**

1. Address health education needs by working with I.H.S. and OST organizations to plan and organize a system to which provides information in an efficient manner.
2. Examine community needs assessments, existing data, and statistics and update plans of action to meet goals and objectives of the Health Education Program. Create and implement community needs assessments as necessary.
3. Serve as the contact point for the Oglala Sioux Tribe and the Pine Ridge service unit in developing health education needs for the people of the Pine Ridge Reservation.
4. Represent the Oglala Sioux Tribe in various state, local, and national health education activities.
5. Provide information in a positive manner about family issues, substance abuse, and similar needs.
6. Provide monthly reports as required by the Oglala Sioux Tribe and funding agencies.
7. Plan meetings (at least bi-monthly) concerning health education efforts to keep communication open between I.H.S. and tribal delegates.
8. Provide health education to tribal members.
9. Supervise health education personnel.
10. Will be required to submit for one grant opportunity annually.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.

12. Perform other position/program related duties assigned by the Chief of Staff.

**Requirements and Knowledge:**

1. Must possess knowledge of establishing and maintaining cuff accounts and be familiar with financial report writing, budget modifications, etc.
2. Must possess good communication skills to adequately provide educational workshops, seminars, conferences, and media campaigns at local, state, and national levels.
3. Must possess knowledge of appropriate circulars pertinent to contracts/grants.
4. Must possess knowledge of 2CFR Part 200 per OMB regulations.
5. Must possess knowledge of OST Management Systems and enforcement of manuals.
6. Must be knowledgeable of ODT and I.H.S. health systems and guidelines.
7. Know and understand the Chapter 12 of Health Education Manual.
8. Must have knowledge of computers and data base equipment.
9. Must possess creative ability to meet health education needs of the community.
10. Must submit to alcohol and drug testing as required by the Oglala Sioux Tribe.
11. Must meet other requirements as determined by the Master Health Contract, such as background checks.
12. Possess knowledge of I.H.S. and tribal educational systems and be able to utilize existing resources.
13. Must be willing to travel extensively throughout the Pine Ridge Reservation.

**Qualifications:**

1. Bachelor's Degree in Health, Human Services, Communications, or Educational field **OR** an A.A. Degree in related field with a minimum of two (2) years' experience in administration, management, or supervisory capacity or equivalent experience in the health education/fitness field.
2. Must possess a valid driver's license.

**How to Apply:**

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

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## RE-ADVERTISED

### Vacancy Announcement #26-013

Position: Intake Clerk  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Oglala Sioux Tribal Court  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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#### General Description of Duties:

The Intake Clerk will provide in-person requests for assistance from the public. The Intake Clerk will assist on a case-by-case individual filing and will assist with the petition to ensure all necessary documents are included in the filing. Additionally, the Intake Clerk will seat the community members by guiding them to the appropriate conference room for further assistance with the respective clerk. The position is multifaceted requiring handling various tasks related to assisting with court related filings from clients, reviewing for compliance with Court rules, and other duties as assigned. The Intake Clerk will report to the Court Administrator.

#### Specific Duties:

1. Receive all incoming walk-in filings. Will handle these contacts courteously, efficiently and accurately.
2. Accept filing and photocopying fees and provide receipts.
3. Pick up, open, and record all mail.
4. Date and time stamp filings and direct documents to appropriate staff members.
5. Assist attorneys who wish to review records.
6. Assist the Data Clerk/Court Clerk in retrieving and delivering records.
7. Route telephone calls to Court Clerks, Court Administrator, or appropriate staff.
8. Review and file direct and discretionary appeals.
9. Review and file motions and briefs.
10. Perform other tasks as assigned by the Court Administrator.

#### Requirements and Knowledge:

1. Have the ability to speak, read, and write English correctly and fluently.

2. Have excellent communication skills.
3. Have a pleasant personality and neat appearance.
4. Have ability to use a computer to locate information on the docket for the benefit of parties and the public in a courteous, accurate, and efficient manner.
5. Have a basic knowledge of computers, ability to perform data entry and word processing and the ability to follow directions.
6. Have the ability to work under strict time constraints.
7. Have the ability to utilize computers, fax machines, office photocopying equipment, and other office machines.
8. Have ability to use time and date stamp multiple times during the day.
9. Able to speak to and hear visitors at an ordinary conversation level.
10. Can frequently lift and sort documents filed which may weigh up to fifty pounds.
11. Can sit at a desk for long periods of time using the telephone or computer.
12. Have the ability to work in an environment with a lot of activity and some noise.

#### Qualifications:

1. High School Diploma or GED.
2. One (1) year work experience. Telephone and office reception experience is **preferred**.
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. on the closing date. Mail in application 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 (if applicable) and/or college degree, certificate of Indian Blood if claiming Indian preference and D214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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**RE-ADVERTISED**

**Vacancy Announcement #26-014**

Position: Lead Court Clerk  
(Non-exempt)  
Salary: Grade Level 27//0  
(\$38,106 per annum)  
Program: Oglala Sioux Tribal Court  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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**General Description of Duties:**

The Lead Court Clerk shall provide legal services and must be able to read, analyze, and interpret government laws and regulations, court decisions, legal briefs, memorandum of law, court procedures and policies, legal treatises, law reviews, and legal and professional journals. The Lead Court Clerk must possess excellent oral and written communication skills, including meticulous attention to the legal citation system. The Lead Court Clerk will be under the direct supervision of the Court Administrator.

**Specific Duties:**

1. Prepare dockets or calendars of cases to be called using Outlook Calendar.
2. Prepare and issue orders of the court, including probation orders, release documentation, sentencing information, and summaries.
3. Provide supervision to Court Clerks and review output of civil and criminal departments to assure proper legal procedures.
4. Review all legal pleadings, motions, briefs, transcripts, recordings, and relevant laws and cases. Write draft decisions on Tribal Court cases as requested by Tribal Judges.
5. Will be responsible for maintenance of records of all court proceedings. Records will include identification of the title and nature of the cases, the names of all witnesses, the dates of hearings and trials, all court and jury ruling findings, orders and judgements, and any other facts of circumstances designated by the judges of the courts or deemed of importance by the Chief Judge or Associate Judge(s).
6. Attest and administer oaths and witness execution of court documents.
7. Ensure security of files, documents, and materials filed with or in the custody of the Tribal Court.
8. Maintain confidentiality of all information pertaining to case files.
9. Be willing to learn to use court case management software/JustWare.
10. The above duties and responsibilities are not an all-inclusive list but rather a general representation

of the duties and responsibilities associated with this position.

11. Perform other duties as assigned by the immediate supervisor.

**Requirements and Knowledge:**

1. Must have the ability to type at a reasonable speed and have knowledge of modern office practices and procedures.
2. Must have knowledge of court procedures including the OST Tribal Law and Order Code and other applicable laws.
3. Must have the ability to compile and maintain accurate records and maintain confidentiality of information.
4. Must have the ability to deal with the public and staff in a positive and objective manner.
5. Must have the ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
6. Must be computer literate with working knowledge of Microsoft Office.
7. Adhere to Oglala Sioux Tribe's Policies and Procedures and Tribal Court policies.
8. Will be lead point of contact for the Civil Department and the Criminal Department.

**Qualifications:**

1. High School Diploma or GED with training of one (1) year in the clerical field.
2. One (1) year of supervisory experience.
3. Must never have been convicted of a felony.
4. Must never have been convicted of a misdemeanor type offence within the past year (excluding minor traffic violations).
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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**RE-ADVERTISED**

**Vacancy Announcement #26-020**

Position: PCC Data Technician/Biller  
(Non-exempt)  
Salary: Grade Level 25/0  
(\$35,572 per annum)  
Program: Community Health Representative  
Location: Pine Ridge, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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**General Description of Duties:**

The CHR PCC Data Technician/Biller will be responsible for the data entry of the CHR Program's Patient Care Component (PCC) health reports into the IHS RPMS data bank at the local IHS Service Unit Hospital and oversee the process of all medical record claims for third-party billing. The data entry will be done in a timely manner consistent with accurate health record reporting and completed on a daily basis. The CHR PCC Data Technician/Biller will have oversight on ensuring that all CHR PCC health data information submissions are completed on a daily basis and daily reports are kept verifying such actions. The CHR PCC Data Technician/Biller will be under the direct supervision of the CHR Director.

**Specific Duties:**

1. Responsible for ensuring that all data entry of the CHR PCC reporting forms are submitted daily to IHS RPMS data bank to insure timely and complete health reportings are entered into patients' IHS health record.
2. Be available to attend workshops and trainings pertinent to CHR PCC data entry, third-party billing for Medicaid, and IHS computer security protocols.
3. Will inform the CHR Director of any non-compliance, circumvention, and incorrect coding of the mandatory CHR PCC reporting requirements.
4. Will accurately prepare and submit patients' claims to third-payers, intermediaries, and responsible parties, in a timely manner.
5. Perform qualitative and quantitative analyses by reviewing the CHR PCC documents to ensure proper documentation in accordance with regulations.
6. Prepare and submit monthly reports for monies requested, received, and denied under third-party insurance billing.
7. Retain statistical data for reports.
8. Sort, archive, store, and properly dispose of confidential medical records.
9. Ensure the accuracy and completeness of reports entered into the data systems. Ensure reports are entered correctly and correct any errors.

10. Interact and communicate positively and effectively with employees, other agencies, and the public.
11. Set up program cell phones with emails and Zoom accounts. Coordinate E-learning, Extension of Community Health Outcomes (ECHO), Zoom meetings, and Telehealth for CHRs through group text and emails.
12. Will be required to train and assist CHRs in their efforts to report and submit all CHR PCC health data information, in the coding of CHR PCCs, and that data entry of such via computer to the IHS RPMS data bank is completed daily.
13. Perform other position/program-related duties assigned by the immediate supervisor.

**Requirements and Knowledge:**

1. Will be required to take and successfully complete the Basic Community Health Representative E-learning course, Cardio-Pulmonary Resuscitation (CPR), First-Aid, Vital Sign Certification, Blood Glucose Monitoring Certification, Defensive Driving Course, PCC/RMPS, Medical Revenue/Revenue Cycle (third-party billing), and attend in-service training sessions and health workshops relevant to the Community Health Representative Scope of Work. Must be completed within six (6) months of hire.
2. Will be required to travel with some overnight stays.
3. Shall take the Information System Security Awareness (ISSA), Health Insurance Portability & Accountability Act (HIPAA), and Privacy Act within one (1) month for access to IHS RPMS system. Must be completed within one (1) month of hire.

**Qualifications:**

1. AA Degree in Business Administration or Office Technology preferred. High School/GED with three (3) years of data entry experience required.
2. Must own/possess a personal vehicle, **a valid driver's license, and possess current liability insurance** on personal vehicle.

**How to Apply:**

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-021**

Position: Secretary/Data Entry Clerk  
(Non-exempt)

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

Program: Credit and Finance

Location: Pine Ridge, So. Dak.

Opening Date: March 16, 2026

Closing Date: March 27, 2026

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**General Description of Duties:**

The Secretary/Data Entry Clerk is responsible for the professional production of all office correspondence, data entry, scanning of all documents, reports, and for the professional appearance of the office environment. The Secretary/Data Entry Clerk will be under the direct supervision of the Credit and Finance Director.

**Specific Duties:**

1. Ensure that all routine duties are performed.
2. Assist potential clients in the loan application procedures.
3. Assist in compiling information on reports.
4. Responsible for ordering office supplies.
5. Process accounts payable vouchers in a timely manner.
6. Track and record all incoming documents.
7. Input and scan all incoming documents.
8. Provide quarterly reports on statistical information.
9. Greet the public and respond to inquiries in a professional manner.
10. Carry out general office management activities in a professional manner.
11. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
12. Perform other related duties as assigned by immediate supervisor.

**Requirements and Knowledge:**

1. Must have excellent typing and computer skills.
2. Must be able to be bondable.
3. Must be familiar with accounting practices and software.
4. Must be familiar with filing procedures.
5. Must have knowledge of P.L. 93-638 regulations.
6. A functional understanding of the Lakota language.

**Qualifications:**

1. Must have a HS diploma **OR** GED. Three (3) years of Accounting or Business experience **preferred.**
2. Must have one (1) year of knowledge working with tribal government.
3. Must have one (1) year of knowledge working with the Bureau of Indian Affairs.

**How to Apply:**

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

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## RE-ADVERTISED

### Vacancy Announcement #26-031

Position: Clinical Nurse Manager  
/Registered Nurse  
(Non-exempt)  
Salary: Grade Level 45/5  
(\$84,065 per annum)  
Program: Native Women's Health Care  
Location: Rapid City, So. Dak.  
Opening Date: March 16, 2026  
Closing Date: March 27, 2026

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#### General Description of Duties:

This position is at the Native Women's Health Care Clinic in Rapid City, SD. The Clinical Nurse Manager/RN must have knowledge in obstetric and gynecological care, and must be familiar with the scope of practice in working with Certified Nurse Midwives (CNM). Perform primary functions (50%) of a Registered Nurse in assessing, planning, implementing and evaluating the care of patients in the ambulatory care setting. Assignment is in the OB/GYN Clinic. Serve as the primary supervisor of the nursing department (50%). Will be responsible for meeting established Unit Standards of Nursing Practice; manage and delegate all assigned personnel; manage supplies and equipment on the unit, and promote teamwork with the primary care providers, personnel of other departments, and the patient community. The Clinical Nurse Manager/RN will work under the general supervision of the Certified Nurse Midwife and under the direct supervision of the Health Administrator.

#### Specific Duties:

1. Validate all Nursing Staff Licenses, providing copies of current licenses to administration prior to hire and/or the expiration dates.
2. Prepare staff orientation for new hires as well as students.
3. Assess Nursing Staff competencies on an annual basis in coordination with the annual employee review. Identify areas of needed improvement and prepare an action plan for the employee to guide toward successful demonstration within an identified timeframe.
4. Prepare an Annual Nursing Staff Training Plan with individual staff goals and requests being addressed.
5. Coordinate educational opportunities for Nursing Staff employees with outside agencies, and bring in local educators and provide electronic or written opportunities for educational growth.
6. Maintain professional knowledge and proficiency through continuing education, staff meetings, and workshops.
7. Prepare Nursing Staff Schedules with the coordination of leave requests and approvals while meeting the minimum staffing requirements.
8. Assess daily clinic needs, adjusting staffing levels and assignments appropriately and consulting with CNM as necessary.
9. Facilitate and approve Nursing Staff timecard completion according to the established guidelines.
10. Review Nursing Policy/Guidelines on an annual basis, creating, updating, or eliminating as the needs of the clinic change.
11. Assist the Administrative Assistant in the preparation of an annual Nursing Department

- budget with anticipated staffing, training, equipment (new and/or replacement), preventative maintenance, and supply needs.
12. Participate in NWHC as a member of management and conduct monthly clinical meetings with Nursing Staff. Participate in problem solving to identify and make improvements in the delivery of care in collaboration with the Nursing and Clinical Staff.
  13. Coordinate the monthly tissue review with the NWHC Medical Director, the Pathologist from the Oyate Health Center, and OHC Lab Supervisor. Coordinate patient follow up in cooperation with the Health Unit Clerk. May delegate the input of tissue in the PRMS Women's Health Package to the Health Unit Clerk.
  14. Coordinate the NWHC Immunization program. Participate in the annual review and audit, prepare monthly immunization reports to be sent to the State Health Department, and assure staff knowledge and compliance with state immunization regulations.
  15. Coordinate the preparation, presentation, and follow up of all outside health care requests submitted to Oyate Health Center. Enter requisitions for outside health care referrals for services. Maintain a written log of Patient Referred Care requests and outcomes.
  16. Review all HICFA requests from outside health care agencies requesting payment for medical services provided to NWHC patients. Confirm patient eligibility, payment sources, approvals from CHS, and percentage of payment according to the annual 638 contract. Recommendations for payments to be sent to NWHC Administration for final review and payment.
  17. Assess the biophysical, psychosocial, emotional, educational, spiritual, and cultural aspects of the patients.
  18. Implement nursing interventions based on the Clinic Patient Care Standards.
  19. Triage patients, in person or via phone, and confer with primary care providers and other healthcare professionals to coordinate diagnostic and therapeutic regimes for patients.
  20. Initiate treatments, medications, and emergency and resuscitative measures based on appropriate utilization of standing orders and protocols.
  21. Provide patient and family education to help patients understand and accept implications of care, diagnosis, and treatment, and document appropriately.
  22. Operate equipment such as fetal heart monitors, physiological measurement monitors for colposcopies, LEEP, and cyro diagnostic equipment.
  23. Document observations, nursing interventions, therapeutic measures administered, and patient responses to treatments.
  24. Perform all duties of the Assistant or Health Unit Clerk in their absence.
  25. Develop and maintain competencies in EHR/ RPMS Medisoft programs.
  26. Review all lab results and forward to appropriate providers per protocol.
  27. Administer medications via oral, subcutaneous, intramuscular, Intradermal, or topical routes following the "5 rights" as ordered by provider.
  28. Assist Health Unit Clerk in scheduling appointments for patients at outside health care facilities after determining eligibility or payment sources.

29. Perform point of care testing, including Urine HCGs, urine OB testing, urine long-dip, blood glucose, and Chole-stick.
30. Other related duties as assigned by the immediate supervisor.

#### Requirements and Knowledge:

1. Professional knowledge of established nursing care principles, practices, and procedures required to assess the patients' physical, emotional, spiritual, and socio-cultural needs.
2. Must have knowledge of the developmental concepts of the adolescent and adult life phases as related to pregnancy.
3. Must have knowledge of the normal course of pregnancy anticipated complications and indicated therapeutic interventions.
4. Must have knowledge of a wide variety of pharmaceuticals, their desired effects, side effects, and complications of their use.
5. Must have knowledge of the nursing process and skill to use in the development of plans for nursing care of patients.
6. Must have the ability to communicate and interact with all members of the multidisciplinary healthcare team.
7. Must have the ability to recognize adverse signs and symptoms and to react promptly in emergency situations.
8. Must maintain Basic Life Support Certification
9. Must have skills in triage to effectively evaluate patients' problems and conditions in order to prioritize patient needs.
10. Must have the ability to teach and counsel patients and healthy individuals in order to encourage responsibility for their own health status and to help them understand disease prevention and health maintenance.
11. Must have skills in operating specialized equipment and fetal heart monitors, and assist providers with colposcopies, loop excision biopsies, etc.
12. Must have the ability to independently plan and provide comprehensive nursing care without specific instructions.
13. Must have the ability to provide nursing care with the full range of professional nursing proficiency.
14. This position is identified as a "Testing Designated Position".

#### Qualifications:

1. Bachelor of Science Degree in Nursing required, Masters of Science in Nursing preferred.
2. Must have current South Dakota Nursing License.
3. Must not have any felonies.
4. Must have a valid drivers 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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