



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.ogllala.gov

Opening Date: April 13, 2026

Closing Date: April 24, 2026

26-049	Addiction Counselor Trainee	Anpetu Luta Otipi	Kyle, So. Dak.
26-050	Counselor Aide (2)	Anpetu Luta Otipi	Kyle, So. Dak.
26-051	STEAM Center Aide (8)	Child Care & Development	Reservation Wide
26-052	STEAM Center Teacher Assistant	Child Care & Development	Porcupine, So. Dak.
26-053	STEAM Center Site Supervisor	Child Care & Development	Pine Ridge, So. Dak.
26-054	Correctional Officer (13)	Dept of Corrections/AOF	Pine Ridge, So. Dak.
26-055	Correctional Officer (19)	Dept of Corrections/JC	Pine Ridge, So. Dak.
26-056	Correctional Officer (1-Male, 2-Female)	Dept of Corrections/JDC	Kyle, So. Dak.
26-057	Correctional Officer (1-Female)	Dept of Corrections/MRDC	Kyle, So. Dak.
26-058	Sex Offender Compliance Officer	Dept. of Public Safety	Pine Ridge, So. Dak.
26-059	Director	IHS Security	Pine Ridge, So. Dak.
26-060	Office/Budget Manager	Motor Fuels	Pine Ridge, So. Dak.
26-061	Office/Budget Manager	Road Maintenance	Pine Ridge, So. Dak.
26-062	Caretaker	Tiwahe Initiative	Porcupine, So. Dak.
26-063	Navigator (5)	Tiwahe Initiative	Reservation Wide
26-064	Billing Clerk	Water & Sewer	Pine Ridge, So. Dak.
26-065	Maintenance Foreman	Water Maintenance & Conservation	Reservation Wide

RE-ADVERTISEMENTS

26-022	Caregiver Advocate	Elderly Meals	Pine Ridge, So. Dak.
26-023	Director	Emergency Youth Shelter	Pine Ridge, So. Dak.
26-024	Director	Environmental Protection	Pine Ridge, So. Dak.
26-026	Security Officer (4)	IHS Security	Pine Ridge, So. Dak.
26-027	Data Coordinator	LIHEAP/CSBG	Pine Ridge, So. Dak.
26-030	Truck Driver	Motor Fuels	Pine Ridge, So. Dak.
26-033	Director	Transportation - FHA	Pine Ridge, 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 #26-049

Position: Addiction Counselor Trainee
(Non-exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: Anpetu Luta Otipi
Location: Kyle, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Addiction Counselor Trainee will undergo professional training while assisting with the delivery of substance abuse treatment services for vulnerable populations of youth and adults residing on the Pine Ridge Indian Reservation. This role allows individuals to develop specific knowledge, skills, and abilities related to the twelve core functions of substance abuse counseling as to be involved in various aspects of client care and program support. The role provides an opportunity for individuals to gain hands-on experience and develop the necessary skills to become a certified substance abuse counselor. The trainee will work under the guidance of experienced counselors and the Clinical Supervisor. The Addiction Counselor Trainee will be supervised by the Clinical Supervisor.

Specific Duties:

1. Participate in orientation and training programs to develop knowledge and skills required for substance abuse counseling.
2. Assist with scheduling client appointments and managing case files.
3. Assist in conducting initial client assessments utilizing best and promising practice interventions to include gathering background information and identifying treatment needs.
4. Manage an assigned client caseload. Serve as a guide through the treatment and recovery process using a healing plan, aftercare plan, and progress notes to chart each client's success.
5. Support clients through individual and group counseling sessions as directed by the supervisor or lead counselor.
6. Transport clients to appointments, program sanctioned activities, and to referral agencies.
7. Assist in developing and implementing treatment plans under the guidance of experienced counselors.
8. Maintain accurate and confidential client records, including progress notes and treatment documentation.
9. Document and file addiction counseling services using the data management system in a manner that is timely and accurate to contribute to program reports and documentation as required.
10. Participate in community outreach activities and educational workshops related to the health, economic, and social consequences of alcohol, commercial tobacco, and other drug abuse prevention and treatment.
11. Attend all in-service training, staff meetings, and other training as assigned, including regularly meeting with the Clinical Supervisor to review progress, discuss cases, and receive guidance.
12. 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.
13. Perform other position/program related duties assigned by the immediate supervisor.

Requirements and Knowledge:

1. Make regular progress on academic work required for certification as demonstrated by documentation of successful course completion.
2. Become familiar with the current body of behavioral health/public health literature related to alcohol, commercial tobacco, and substance abuse.
3. Must be willing to pursue certification as a substance abuse counselor through the South Dakota Board of Addiction and Prevention Professionals (BAPP) within five (5) years upon completion of the training program.
4. Must have a basic understanding how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
5. Must have functional knowledge of Microsoft Office software including Word, PowerPoint, Publisher, and Excel.
6. Must adhere to confidentiality regulations in accordance with 42CFR and HIPAA.
7. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
8. Must be able to respond to any client emergency during work/duty hours.
9. Must maintain the professional code of ethics described in the Standards Manual of the South Dakota Board of Addiction and Prevention Professionals (BAPP).
10. Will maintain a functional understanding of Anpetu Luta Otipi program and services to field public inquiries.
11. Must abide by Anpetu Luta Otipi program policies and procedures.
12. Must be patient, positive, and friendly to clients, the public, and co-workers.
13. Must abstain from use of alcohol and drugs during employment.
14. Must obtain Basic First Aid training within six (6) months of hire.
15. This position is identified as a "Testing Designated Position".

Qualifications:

1. Must possess at a minimum, a high school diploma or GED certificate. Bachelor's Degree in Human Services, Social Work, Behavioral Science, or related field **preferred**.
2. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
3. Must have no prior felony convictions in the last five (5) years.
4. Must have no misdemeanor convictions in the past one (1) year (excluding minor traffic violations).

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

Notice:

"Applicants tentatively selected for positions with the Oglala Sioux Tribe will receive a provisional offer of employment and the offer is contingent upon the results of a full background check and/or alcohol/drug test."

Vacancy Announcement #26-050

Position: Counselor Aide (2)
(Non-exempt)
Salary: Grade Level 24/0
(\$34,369 per annum)
Program: Anpetu Luta Otipi
Location: Kyle, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Counselor Aide provides assistance to the Anpetu Luta Otipi's (ALO) clinical addiction treatment team in both the residential and outpatient treatment setting. The shifts are typically 8am-4:30pm, 2pm-10pm, and 10pm-8am, as assigned by a Lead Counselor Aide or the Treatment Coordinator. The Counselor Aide is under the direct supervision of the Lead Counselor Aide.

Specific Duties:

1. File all client data in accordance with program policies and procedures. ALO has very specific procedures for filing clients' electronic and hard-copy records which must be adhered to consistently.
2. Assist with the entry of client and other program related data, which includes but is not limited to registration forms, assessments, outcome data, and group logs.
3. Assist primary counselors/ case managers with preparation and completion of client files.
4. Complete documentation of client activities and daily disposition by the conclusion of each shift.
5. Complete documentation of client medication dispensed by the conclusion of each shift.
6. Participate in shift change reports.
7. Maintain and archive all client files as needed.
8. Provide administrative support such as visitor, client, and telephone reception and delivering client/program mail and other documents to their perspective areas.
9. Attend all required in-service training, staff meetings, and other training as requested.
10. Supervise residential clients at all times during duty hours.
11. Assist with client admission and orientation for both residential and outpatient facilities.
12. Transport clients for appointments, program sanctioned activities, and to referral agency sites.
13. Facilitate educational and life skills groups.
14. Assist in preparation of educational, promotional, and public relations materials for regularly scheduled activities and special events.
15. 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.

16. Perform other position/program related duties assigned by the Supervisor/Director.

Requirements and Knowledge:

1. Ability to work with diverse clientele.
2. Must maintain alcohol and drug abstinence throughout duration of employment.
3. Must have functional knowledge of Microsoft Office software including Word, PowerPoint, Publisher, and Excel.
4. Maintain a functional understanding of ALO's programs and services to field public inquiries.
5. Must adhere to confidentiality regulations in accordance with 42CFR and HIPAA. Must complete HIPAA and 42CFR part 2 certification within six (6) months of hire.
6. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
7. Ability to respond to any client emergency during work/duty hours.
8. Must abide by Anpetu Luta Otipi program policies and procedures.
9. Must be patient, positive, and friendly to clients, the public, and co-workers.
10. Must obtain Basic First Aid training within six (6) months of hire.
11. This position is identified as a "Testing Designated Position".

Qualifications:

1. Must have a High School Diploma or GED certificate.
2. Must have a valid driver's license and be insurable under the Oglala Sioux Tribe's Vehicle Insurance plan.
3. Must have no prior felony convictions in the last five (5) years.
4. Must have no misdemeanor convictions in the past one (1) year (excluding minor traffic violations).

How to Apply:

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

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Vacancy Announcement #26-051

Position: STEAM Center Aide (8)
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)

Program: Child Care & Development
Location: Allen Center - 1
Eagle Nest Center - 2
Pine Ridge Center - 1
Porcupine Center - 1
Baby STEAM - 3

Opening Date: April 13, 2026

Closing Date: April 24, 2026

General Description of Duties:

The STEAM Center Aide will assist the STEAM Center Site Supervisor and the STEAM Center Teacher Assistant in all aspects of the center operation including implementing daily schedules, lesson plans, daily activities, and field trips. Will create, support, and maintain a healthy and safe learning environment conducive to each child's intellectual, physical, social, and aesthetic development. The STEAM Center Aide will be under direct supervision of the STEAM Center Site Supervisor.

Specific Duties:

1. Plan delivery of daily schedule and center activities for all children.
2. Actively teach, model, and engage all children in play and learning in the center.
3. Actively supervise and engage children at all times to ensure child safety.
4. Establish and maintain a positive and trusting relationship with children and their families.
5. Attend and participate in staff meetings and conferences as needed.
6. Work as a positive team member with all staff and maintain a positive work ethic.
7. Act conscientiously in performing routine work duties.
8. Maintain confidentiality as it relates to information about the children, families, and other staff members.
9. May have to handle conflicts that may arise with participants and parents.
10. Assist with daily center cleaning duties and sanitization procedures as needed.
11. May be required to provide coverage in other STEAM Centers.

Requirements and Knowledge:

1. Must be honest, reliable, and dependable.
2. Must be able to implement floor level activities.
3. Must be able to communicate and cooperate with children, parents, and other staff members effectively and tactfully.
4. Must be able to work with all people of all socioeconomic and cultural backgrounds.
5. Must pass a yearly physical and TB skin test.
6. Must be able to move within limited space for learning and play activities. Must be able to lift up to 40 lbs., and move from sitting or kneeling on the floor to standing.
7. Must learn, plan, and execute the emergency preparedness plan and be responsive to emergencies that may arise.
8. Must pass and maintain ServSafe Food Handlers Certificate within 30 days of hire.
9. Comply with and implement all applicable tribal, state, and federal regulations.
10. Possess a commitment to professionalism.
11. Establish and sustain the confidence, trust, and respect of our children, families, and communities we serve.
12. This position is identified as a "Testing Designated Position".

Qualifications:

1. High School diploma or GED required.
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)***

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Vacancy Announcement #26-052

Position: STEAM Center Teacher Assistant
(Non-exempt)
Salary: Grade Level 17/0
(\$27,014 per annum)
Program: Child Care & Development
Location: Porcupine, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The STEAM Center Teacher Assistant will assist the STEAM Center Site Supervisor and cooperate in a supportive role with the operation and implementation of developmentally appropriate activities for the STEAM Center children. Encourage the social, emotional, physical, and cognitive development of the STEAM Center children and attend to their safety and welfare. The STEAM Center Teacher Assistant will be responsible for implementing nutritional meals and snacks for the children of the STEAM Center, which includes the preparation and distribution of two meals and two snacks. The STEAM Center Teacher Assistant will ensure the compliance of the performance standards in the preparation, storage, and cleanup of meals provided in the STEAM Center. The STEAM Center Teacher Assistant will be under direct supervision of the STEAM Center Site Supervisor.

Specific Duties:

1. Plan the preparation and delivery of daily center activities for the children.
2. Observe behavior and development of children, and gather information regarding children.
3. Plan safe activities that promote positive youth development.
4. Plan and purchase food for the STEAM Center according to the menu.
5. Plan and prepare nutritious meals and snacks in a timely manner according to menu.
6. Keep inventory on all kitchen materials, equipment, and groceries.
7. Maintain a list of who has food allergies and be knowledgeable of food substitutions.
8. Use food production, food safety, and food storage procedures that follow the ServSafe Food Handlers Manual.
9. Plan and complete daily cleaning of kitchen, dining area, and equipment.
10. Wash and sanitize utensils and dishes thoroughly and assist with classroom cleanup.
11. Maintain confidentiality as it relates to information about children, families, and other staff.
12. Maintain current credentials and certifications. Attend and participate in staff meetings, monthly meetings, and trainings as requested by the supervisor.
13. Other related duties as assigned by the supervisor.
14. Assist STEAM Center Site Supervisor in all aspects of the classroom operation including carrying out lesson plans, daily activities, and STEAM Center parent meetings.
15. Maintain accurate records for each child. Ensure data entry, completion of appropriate documents, and referrals are done in a timely manner.

16. Encourage the involvement of families and support the development of relationships between children and their families.
17. Possess strong communication skills, especially listening and writing skills.

Requirements and Knowledge:

1. Must have Child Development Associate (CDA) Certification or ability to obtain one within one year of hire.
2. Must pass and maintain ServSafe Food Handlers Certificate within 30 days of hire.
3. Must be able to implement floor level activities.
4. Maintain high level of daily repetitive motion with hands and arms for food preparation, serving, and cleaning duties.
5. Must be able to move within limited space for learning and play activities. Must be able to lift up to 50 lbs., and move from sitting or kneeling on the floor to standing.
6. Must be able to communicate and cooperate effectively and tactfully with children, other staff, and parents.
7. Must be able to work with all people of all socioeconomic and cultural backgrounds.
8. Maintain a working knowledge of the needs of the ages of children in the STEAM Center and be able to respond to those needs.
9. Comply with and implement all applicable tribal, local, state, and federal regulations.
10. Create, support, and maintain a healthy and safe learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
11. Must learn and execute the emergency preparedness plan and be responsive to emergencies that may arise.
12. Actively supervise and engage children at all times to ensure child safety.
13. Possess a commitment to professionalism.
14. Establish and sustain the confidence, trust, and respect of the families, community, peers, and our children we serve.
15. This position is identified as a "Testing Designated Position".

Qualifications:

1. High School diploma or GED required.
2. Must have one (1) year or more experience working with children and families.
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 #26-053

Position: STEAM Center Site Supervisor
(Non-exempt)
Salary: Grade Level 25/0
(\$35,572 per annum)
Program: Child Care & Development
Location: Pine Ridge, So. Dak. / Baby STEAM – 1
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The STEAM Center Site Supervisor assumes the responsibility for the day-to-day operation of the STEAM Center. Will be responsible for program planning, working effectively with staff, working with families and children, connecting with the community, mentoring children, and administrative responsibilities related to the day-to-day operation of the center. Will be responsible for providing leadership in keeping within the philosophy of the Oglala Sioux Tribe Child Care & Development Program. Will serve as teacher/caregiver/cook when needed. The STEAM Center Site Supervisor will be under direct supervision of the STEAM Center Coordinator.

Specific Duties:

1. Maintain a safe and healthy learning environment for the children and create a relaxing and welcoming atmosphere.
2. Actively supervise and engage children to always ensure child safety.
3. Ensure that adequate records for children, parents, and STEAM Center staff are maintained.
4. Maintain accurate records for each child. Ensure data entry, completion of appropriate documents, and referrals are done in a timely manner.
5. Maintain current credentials and certifications. Attend and participate in staff meetings, monthly meetings, and/or trainings as requested by the supervisor.
6. Plan in the preparation and delivery of daily center activities for all children in the STEAM Center for positive youth development.
7. Assist, conduct, and complete all aspects of the STEAM Center documentation of the Daily Health Checks, What I did Today, and Accident and Incident forms.
8. Plan and conduct monthly Parent Meetings for all parents and guardians in the STEAM Center and/or one-on-one meetings to discuss goals, daily routines, and positive guidance practices.
9. Call STEAM Center participants' homes to verify absences.
10. Observe behavior and development of children, and gather information regarding children.
11. Plan, conduct, and complete daily cleaning duties.
12. Support child development, education, and daily operations.
13. Maintain confidentiality as it relates to information about children, families, and other staff.
14. Assist STEAM Center staff in all aspects of the classroom operation including carrying out lesson plans and daily activities.
15. Set the staff schedules to accommodate the parental needs.
16. Ensure adequate child to staff ratios and call-in employees to provide coverage.
17. Provide coverage in the event that the child to staff ratio is not in compliance.
18. Assist STEAM Center Parents and Guardians with the application process and redetermination.
19. Communicate with staff, parents, program managers, and community to enhance services to children and families.
20. Encourage the involvement of families and support the development of relationships between children and their families.
21. Work as a positive team member with all staff and maintain a positive work ethic.
22. Implement proper use of language, voice tone, and manners to serve as a role model.

23. Maintain state licensing files for all children.
24. Other related duties as assigned by the supervisor.

Requirements and Knowledge:

1. Ability to communicate and cooperate with children, parents, and other staff effectively and tactfully.
2. Ability to work with all people of all socioeconomic and cultural backgrounds.
3. Maintain a working knowledge of the needs of the ages of children in the STEAM Center and have the ability to be responsive to those needs.
4. Create, support, and maintain a healthy, safe, learning environment conducive to each child's intellectual, physical, social, emotional, and aesthetic development.
5. Ability to learn and execute the emergency preparedness plan and be responsive to emergencies that may arise.
6. Ability to organize and manage time effectively and work independently.
7. Ability to move within limited space for learning and play activities. Must be able to lift up to 40 lbs., and move from sitting or kneeling on the floor to standing.
8. Encourage parental involvement in the STEAM Center.
9. Manage caregiver resources effectively to ensure that they work as members of a team, have input into planning, and have opportunities.
10. Comply with and implement all applicable tribal and state regulations.
11. Ability to set and meet goals evaluated through ongoing and annual supervisory feedback, and to achieve business plan objectives and agreed upon professional/personal goals.
12. Ability to make informed decisions and to follow through on decisions made.
13. Ability to effectively communicate. Interpersonal skills to be evaluated through staff and family feedback on an ongoing and annual basis.
14. Demonstrate teamwork with internal and external contacts. Ability to work collaboratively with others in a participative environment to be evaluated through peer feedback on an ongoing and annual basis.
15. Demonstrate ability to be tactful. Ability to be respectful and polite when dealing with people and to appropriately deal with people in difficult situations to be evaluated.
16. Possess a commitment to professionalism.
17. Establish and sustain the confidence, trust, and respect of the children, families, and communities we serve.
18. One (1) year of experience in supervisory, administrative, and/or management position **or** be willing to accept training in this area.
19. Possess strong communication skills, especially good listening and writing skills.
20. This position is identified as a "Testing Designated Position".

Qualifications:

1. Possess one **or** more of the following: CDA (Child Development Associate Certificate) or AA in Early Childhood and/or related education field.
2. Must have six (6) months or more experience working with children and families.
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 #26-054

Position: Correctional Officer (13)
(Non-exempt)
Salary: Grade Level 25/0 – 30/0
(\$35,572 -\$42,248 per annum)
Program: Department of Corrections
Adult Offenders Facility/AOF
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in the 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 Correctional 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 Correctional Officer's work is the foundation for effective direct supervision operations. Inmates include males 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 the Correctional Officer 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 always maintains control over the inmates. The 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 provide continuing supervision by indicating what is 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) Corporal, Lead Correctional Officer, 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 manuals pertaining to correctional operations guidelines.
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 Facility Administrator.

7. Supervise inmate movement, pat searches, and visual searches (in accordance with policies 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 ensure 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. 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.
12. 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 Communication Manual, and other manuals established for the facility to govern inmates.
5. Knowledge of the structure and content of the English Language to include: spelling, the meanings of words, grammar, and the rules of composition.
6. Must possess integrity as this position requires the Correctional Officer to be honest and ethical.
7. Must have the ability to use computer programs, such as Microsoft Word, Excel, PDF, and email. Must have the ability to learn and utilize the jail management software.
8. Must pass the Adult Offenders Training Program and the Indian Police Academy Basic Correctional Officer Training Program within the first year of employment.
9. This position is identified as a "Testing Designated Position".

Qualifications:

1. High School Diploma or G.E.D.
2. Must have a valid driver's license.
3. Must be 18 years or older.
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

How to Apply:

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

Notice:

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Vacancy Announcement #26-055

Position: Correctional Officer (19)
(Non-exempt)
Salary: Grade Level 25/0 – 30/0
(\$35,572 - \$42,248 per annum)
Program: Department of Corrections
Justice Center Adult/Youth
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in a detention or correctional institution. This involves a wide array of complex tasks related to all aspects of facility security, staff, and inmate custody. Must understand the sight and sound separation from adults and juveniles 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 Correctional 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 males, juvenile females, adult males, and adult females with sight and sound separation. Crimes range from tribal misdemeanor offenders to, in some instances, felony offenders, waiting transfer to federal courts/prisons. At times the Correctional Officer will be dealing with inmates with handicaps and physical/mental disabilities.

Specific Duties:

1. Responsible for, but not limited to, booking prisoners using the Central Square 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 reports, daily activity logs, property inventory forms, admission forms, suicide screening forms, health screening forms, mental and sick call forms, daily statistics forms, serious and facility incident reports, and numerous other 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 daily, monitor daily facility cleaning and complete inspections, store property properly, administer personal hygiene products, inventory all cleaning supplies, complete perimeter checks, communicate with the inmates, and perform 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, be willing to stay with inmate until properly relieved, and be able to transport inmate(s) to and from JDC for youth in Kyle or the AOF

- for adults.
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, and 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 within 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 to be submitted to the department.
4. Indian Preference applies.
5. Bi-lingual in Lakota Language preferred.
6. Knowledge of the structure and content of the English Language to include: spelling, the meanings of words, grammar, and the rules of composition.
7. Must possess integrity as this position requires the Correctional Officer to be honest and ethical.
8. Must have the ability to use computer programs, such as Microsoft Word, Excel, PDF, and email. Must have the ability to learn and utilize the jail management software.
9. Required to take an alcohol/drug test upon hire.
10. Must pass a background investigation check.
11. This position is identified as a "Testing Designated Position".

Qualifications:

1. Must have a High School diploma or equivalent GED.
2. Must be **twenty (20)** years of age for juvenile side and **eighteen (18)** years of age for adult side.
3. Must have a valid driver's license.
4. No misdemeanor or convictions in the past year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

How to Apply:

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

Notice:

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Vacancy Announcement #26-056

Position: Correctional Officer (1 - Male)
(Non-exempt) (2- Female)
Salary: Grade Level 25/0 – 30/0
(\$35,572 - \$42,248 per annum)
Program: Department of Corrections/JDC
KiYuksa O'Tipi Reintegration Center
Location: Kyle, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Correctional Officer is responsible for the first-line supervision of criminal offenders in the 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 Correctional 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 Correctional Officer's work is the foundation for effective supervision operations. Inmates include males 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. The Facility Administrator and Lead Correctional Officers provide continuing supervision by indicating what is to be done, specifying limitations, and prioritizing 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, Facility Administrator, then the Director of Corrections.

Specific Duties:

1. Enforce standards, rules, and regulations provided in Standard Operating Procedures, Inmate Handbook,—podular direct supervision, and other pertinent manuals pertaining to correctional operations guidelines.
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-less lethal implement application, interpersonal communication skills, and hands on techniques for the safety of the facility, staff, and inmates following the training guidelines.
4. Provide for the admission of criminal offenders, assigned, or ordered to the facility. These activities entail 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, Standard Operating Procedures Manual, Inmate Handbook, Program Schedule, and other established program guidelines approved by the Facility Administrator.
7. The Correctional Officer has complete control over their assignment and post duties during their shift and always maintains control over the inmates.
8. At times the Correctional Officer will be dealing with inmates with handicap and physical/mental disabilities

9. Provide orientation and training on facility rules and procedures to volunteers and employees providing services to the inmate population.
10. Work closely with other criminal justice, medical/mental, governmental, and community officials to ensure that the inmates' treatment or sentence requirements are being carried out according to the court's and/or program's direction.
11. Ensure that inmates are released from the facility according to established policies.
12. Be willing to stay extra hours and be able to cover multiple areas if needed in case of an emergency and cover shifts during extreme weather.
13. May work as assigned to intake, female housing, male housing, and/or podular supervision officer by the Lead Correctional Officer on duty or commanding officer schedule.
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. Perform other position/program related duties assigned by the immediate supervisor.

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 podular supervision environment.
4. Ability to learn standards and operational duties outlined in the Policy and Procedure Manual, Inmate Handbook, and other manuals established for the facility to govern inmates.
5. Knowledge of the structure and content of the English Language to include spelling, the meanings of words, grammar, and the rules of composition.
6. Must possess integrity as this position requires the Correctional Officer to be honest and ethical.
7. Must have the ability to use computer programs, such as Microsoft Word, Excel, PDF, and email. Must have the ability to learn and utilize the jail management software.
8. Must pass the Indian Police Academy Basic Correctional Officer Training Program within the first year of employment.
9. This position is identified as a "Testing Designated Position."

Qualifications:

1. High School Diploma or G.E.D.
2. Must have a valid driver's license.
3. Must be twenty (20) years or older.
4. No misdemeanor or convictions in the past one (1) year, excluding minor traffic violations.
5. Must have never been convicted of a felony.

How to Apply:

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

Notice:

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Vacancy Announcement #26-057

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

Salary: Grade Level 25/0 - 30/0
(\$35,572 - \$42,248 per annum)

Program: Department of Corrections
Medicine Root Detention Center

Location: Kyle, So. Dak.

Opening Date: April 13, 2026

Closing Date: April 24, 2026

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, entering information into the jail management software on a computer, finger printing, photographing, segregating inmates, pat searches, cell checks, suicide watches, serving meals, medication dispensing, inmate property storage, restraint application, inmate movement, assigning work assignments, and other duties pertaining to inmate monitoring.
2. Be willing to complete numerous tasks such as telephone logs, visitation logs, meal counts, daily inmate roster forms, daily logs, inmate property forms, admission forms, suicide screening forms, health screening forms, mental and sick call forms, and numerous other forms that coincide with detention duties.
3. Be willing to ensure laundry duties are completed, monitor daily facility cleaning, address the 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 and/or court, communicate with inmates, and perform other duties pertaining to detention.
4. Be willing to gain knowledge of 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 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 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 to be submitted to the department.
3. Indian Preference applies.
4. Bi-lingual in Lakota Language preferred.
5. Knowledge of the structure and content of the English Language to include: spelling, the meanings of words, grammar, and the rules of composition.
6. Required to take an 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 one (1) year of employment.
9. This position is identified as a "Testing Designated Position".

Qualifications:

1. High School Diploma or G.E.D.
2. Must have a valid driver's license.
3. Must be eighteen (18) 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)**

Notice:

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Vacancy Announcement #26-058

Position: Sex Offender Compliance Officer
(Non-exempt)
Salary: Grade Level 14/0
(\$24,365 per annum)
Program: Department of Public Safety
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Sex Offender Compliance Officer will effectively monitor SORNA registrants to comply with all federal and tribal SORNA requirements. The Sex Offender Compliance Officer will administer and coordinate the Tribal SORNA process and oversee monitoring of the sex offenders. The Sex Offender Compliance Officer will be responsible for working directly with federal agencies for the processing of DNA, finger and palm prints, and other sex offender personal identification data. Conduct public awareness campaigns, including: issuing bulletins and hosting meetings in communities where high-risk or non-compliant sex offenders reside, work, or attend school, and participating in regular radio programs on KILI radio to keep the reservation residents aware of SORNA and improve safety. Supervised by the Chief of Police.

Specific Duties:

1. Maintain list of sex offenders and obtain current information.
2. Maintain database with current information, including photographs and other pertinent information.
3. Perform scheduled and unscheduled compliance checks.
4. Conduct investigations with law enforcement personnel, prepare reports, and make recommendations to Tribal Court when necessary.
5. Notify sex offenders of their responsibility to register with Oglala Sioux Tribe Law Enforcement and monitor their adherence to the Tribal Code.
6. Attend mandatory trainings and meetings, as scheduled.
7. Maintain policies to promote strict confidentiality.
8. Monitor sex offender court cases, review court records, monitor and maintain sex offender registrations, and conduct face to face interviews with offenders to gather information.
9. Process reports and gather statistical information on sex offenders.
10. Maintain working relationships with neighboring law enforcement agencies.

11. Maintain accurate knowledge base of tribal, state, and federal statutes related to sex offender registry.
12. Receive, direct, and resolve citizen complaints or concerns.
13. Must be familiar with tribal, state, and federal laws regarding sex offenders.
14. Must be willing to attend training and travel to mandatory workshops.
15. Must be willing to work with diverse populations.
16. Must be aware of or have knowledge of website management.
17. Knowledge of general office management practices and procedures.
18. Other duties assigned.

Requirements and Knowledge:

1. Ability to communicate effectively in both oral and written form, with coworkers, supervisors, and other law enforcement agencies.
2. Employment contingent upon successfully passing a pre-employment drug/alcohol test and background check.
3. Must comply with the Department's Drug Free Policy and submit to random drug testing.

Qualifications:

1. High School Diploma or equivalent.
2. Must be 21 years of age or older.
3. No felony convictions.
4. Never been convicted of domestic violence.
5. No misdemeanors in the previous one (1) year.
6. Must possess a valid driver's license with no gross misdemeanor violations in the last three (3) years.

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 dated 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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

Notice:

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Vacancy Announcement #26-059

Position: Director
(Exempt)
Salary: Grade Level 27/0
(\$38,106 per annum)
Program: IHS Security
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

This position function is an administrative/managerial position with immediate supervision under the direct supervision of the Chief of Staff.

Specific Duties:

1. Plan department functions and services based on existing standards and/or Service Unit need.
2. Development of performance-based standards, procedures, and rules for the department.
3. Implementation of the program functions based on need, contract requirements, and established criteria.
4. Monitor of the effectiveness of the program.
5. Improve on areas of concern and continued development of the program.
6. Assure legal and civil treatment of persons using the facilities and/or property.
7. Implement Infant/child abduction and protection mechanisms.
8. Transmit all orders of higher command.
9. Assure compliance and adherence to the established standards, rules, and procedures.
10. Maintain hours of duty in accordance with the needs of the department.
11. Assure availability for duty in cases of special needs or emergencies.
12. Collaborate and cooperate with officials of the Oglala Sioux Tribe and Indian Health Service.
13. Improve working conditions for optimum employee efficiency and morale.
14. Adequately discipline where discipline is in order and commend outstanding employee performance when situations justify or dictate acknowledgement.
15. Submit annual department activity narratives to the Chief of Staff.
16. Submit all required reports to the Indian Health Service regarding department activities i.e., Safety, Governing Body, risk management, housing committee, etc.
17. Assure proper training and orientation of all employees.
18. Provide to administrators needs analyses and requests based on department needs.
19. Work closely on establishing, monitoring, and adhering to budgetary constraints.
20. Conduct yearly effectiveness reviews of the security program and make such findings available for review by administrators.
21. Adhere to dress code, ensuring appearance is neat and clean.
22. Complete annual education requirements.
23. Maintain regulatory requirements.
24. Maintain patient and personnel confidentiality at all times.

25. Report to work on time as scheduled and complete work within designated time.
26. Wear identification while on duty.
27. Use computerized time keeping system correctly.
28. Complete in-services and returns in a timely fashion.
29. Attend annual review and department in-services, as scheduled.
30. Attend staff meetings.
31. Represent the organization in a positive and professional manner.
32. Comply with all organizational policies regarding ethical business practices.
33. Communicate the mission, ethics, and goals of the facility, as well as the focus statement of the department.

Requirements and Knowledge:

1. Satisfactory completion of IAHS Basic Security Officer Training Certification.
2. Must possess and maintain a satisfactory Tribal background for employment.
3. Must pass all pre-employment criteria as established for security officers of the program.
4. Ability to communicate effectively in English, both verbally and in writing. Additional languages preferred, but not required.
5. Must have basic computer knowledge.
6. Have knowledge of investigative procedures.
7. Ensure focus on prevention and deterrence of illegal activities and adherence to governing rules.
8. Physical demands of position include vision, hearing, repetitive motion and environment.
9. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position without compromising client care.
10. This position is identified as a "Testing Designated Position."

Qualifications:

1. Bachelor's Degree or High School/GED and eight (8) years experience in administration, management, and/or supervisory capacity.
2. Must have a valid driver's license.
3. No alcohol related **ARRESTS** for last six (6) months.
4. No misdemeanor conviction for last one (1) year.
5. No felony convictions.

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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

Notice:

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Vacancy Announcement #26-060

Position: Office/Budget Manager
(Non-exempt)
Salary: Grade Level 24/0
(\$34,369 per annum)
Program: Motor Fuels
Location: Pine Ridge, So. Dak.

Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Office/Budget Manager is under the direct supervision of the Motor Fuels Director and is responsible for the daily office duties of the program.

Specific Duties:

1. Answer phone and maintain logs of incoming calls.
2. Maintain filing systems with information pertaining to finance, procurement, program cuff accounts, and personnel records.
3. Responsible for encoding data in computerized programs for researching, extracting, and tracking; and for compiling reports using an office automation system or the Micro Data Management System.
4. Assist and complete purchasing and procurement processes.
5. Maintain all cuff accounts and work with the Financial Accounting Office and Accountant for compliance.
6. Process travel authorizations, travel reports, requisitions, and accounts payable vouchers in a timely manner.
7. Prepare and submit time and attendance reports and be familiar with time clock operation.
8. Inventory and order office supplies and supplies needed for the operations of the program.
9. Submit budget data according to appropriate account, object class, and line-item code.
10. Compile, analyze, and summarize financial data for basic expenses and services from readily available identifiable cost control documents and reports.
11. Cross check the overall accuracy of total estimates across account object classes and line items.

12. Assist with budgetary functions in the execution of the annual appropriated fund budget.
13. 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.
14. Perform other position/program related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must be willing to gain knowledge of the Oglala Sioux Tribe's Management Systems.
2. Knowledge of multiple desktop office automation software functions to support office operations, produce a variety of documents, and to input and retrieve from data systems.
3. Must have a working knowledge with Microsoft Office including Excel, Outlook, and Word.
4. Must have knowledge of basic statistical, accounting, budget, and economic principles and techniques.
5. Must be reliable, accountable, efficient, and able to work in a timely and accurate manner.

Qualifications:

1. Associates Degree in Business, Management, Accounting, or related field preferred **OR** HS/GED with four (4) years of work experience in the area of business, accounting, and/or management.
2. Must possess a valid state 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)**

Notice:

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Vacancy Announcement #26-061

Position: Office/Budget Manager
(Non-exempt)
Salary: Grade Level 24/0
(\$34,369 per annum)

Program: Road Maintenance
Location: Pine Ridge, So. Dak.

Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Office/Budget Manager is under the direct supervision of the OST Road Maintenance Foreman and is responsible for the daily office duties of the program.

Specific Duties:

1. Answer phones and maintain logs of incoming calls.
2. Maintain filing systems with information pertaining to finance, procurement, program cuff accounts, and personnel records.
3. Responsible for encoding data in computerized programs for researching, extracting, and tracking; and for compiling reports using an office automation system or the Micro Data Management System.
4. Assist and complete purchasing and procurement processes.
5. Maintain all cuff accounts and work with the Financial Accounting Office and Accountant for compliance.
6. Process travel authorizations, travel reports, requisitions, and accounts payable vouchers in a timely manner.
7. Prepare and submit time and attendance reports and be familiar with time clock operation.
8. Inventory and order office supplies and supplies needed for the operations of the program.
9. Submit budget data according to appropriate account, object class, and line-item code.
10. Compile, analyze, and summarize financial data for basic expenses and services from readily available identifiable cost control documents and reports.
11. Cross check the overall accuracy of total estimates across account object classes and line items.

12. Assist with budgetary functions in the execution of the annual appropriated fund budget.
13. 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.
14. Perform other position/program related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must be willing to gain knowledge of the Oglala Sioux Tribe's Management Systems.
2. Knowledge of multiple desktop office automation software functions to support office operations, produce a variety of documents, and to input and retrieve from data systems.
3. Must have a working knowledge with Microsoft Office including Excel, Outlook, and Word.
4. Must have knowledge of basic statistical, accounting, budget, and economic principles and techniques.
5. Must be reliable, accountable, efficient, and able to work in a timely and accurate manner.

Qualifications:

1. Associates Degree in Business, Management, Accounting, or related field preferred **OR** HS/GED with four (4) years of work experience in the area of business, accounting, and/or management.
2. Must possess a valid state 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)**

Notice:

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Vacancy Announcement #26-062

Position: Caretaker
(Non-exempt)
Salary: Grade Level 23/0
(\$33,207 per annum)
Program: Tiwahe Initiative
Location: Porcupine, So. Dak.

Opening Date: April 13, 2026

Closing Date: April 24, 2026

General Description of Duties:

The Caretaker will manage the day-to-day upkeep, security, and maintenance of the property, which includes five (5) campus buildings **while living on-site (housing provided)** to ensure the property remains safe, clean, and functional in alignment with the Tiwahe Initiative's Mission and Vision. This position is under the direct supervision of the Tiwahe Initiative Executive Director.

Specific Duties:

1. Maintain and oversee all five (5) Tiwahe Initiative campus buildings and grounds.
2. Perform general maintenance to include cleaning, minor repairs, and basic facility upkeep.
3. Conduct routine inspections of all buildings to identify and address maintenance needs.
4. Oversee lawn care, landscaping, and snow removal to ensure safety and appearance.
5. Maintain a master calendar of building usage, including community and program events.
6. Manage facility rentals, collect deposits and payments, and maintain accurate records.
7. Coordinate with outside contractors for specialized repairs when needed.
8. Maintain inventory of supplies, tools, and equipment necessary for property upkeep.
9. Patrol the premises, monitor security cameras, and secure doors and windows.
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 position/program related duties assigned by Executive Director.

Requirements and Knowledge:

1. This is a required residential position to live on the premises to provide 24/7 or on-call services.

2. Able to handle emergencies and unexpected situations.
3. Able to work flexible hours including evenings and weekends.
4. Knowledge of general maintenance, carpentry, plumbing, and electrical repair.
5. Ability to operate and maintain maintenance tools and equipment safely.
6. Strong organizational skills for scheduling, recordkeeping, and event coordination.
7. Effective communication and interpersonal skills to interact with staff, visitors, and event organizers.
8. Ability to work independently, prioritize tasks, and manage time effectively.
9. Physical ability to lift up to 50 lbs and perform outdoor work in all weather conditions.
10. Ensure compliance with Tiwahe Initiative policies during all facility uses, including the prohibition of drugs and alcohol.
11. Must be dependable, punctual, and willing to attend training as required.
12. Must pass a background check.
13. Must pass a pre-employment drug test (Testing Designated Position).

Qualifications:

1. Must possess a High School Diploma or GED.
2. Must have at least two (2) years of experience in facility, property, or maintenance work.
3. Must possess a valid driver's license and have reliable transportation.
4. Commercial Driver's License (CDL) is preferred.

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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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Vacancy Announcement #26-063

Position: Navigator (5)
(Non-exempt)
Salary: Grade Level 30/0
(\$42,248 per annum)

Program: Tiwahe Initiative
Location: Porcupine, So. Dak. - 4
Rapid City, So. Dak. - 1

Opening Date: April 13, 2026

Closing Date: April 24, 2026

General Description of Duties:

The Oúnkíčiyapi (Navigator) serves as a culturally grounded partner who walks alongside families on their path toward healing, wellbeing, and self-determination. Guided by the Tiwahe Initiative's Mission and Vision, the Navigator empowers families to identify goals, access services, and strengthen their connection to culture, community, and family systems. The Navigator helps families overcome barriers by building trust, fostering resilience, and supporting them to make informed choices while honoring each family's unique story and strengths. The Oúnkíčiyapi (Navigator) is under the direct supervision of the Tiwahe Initiative Deputy Director.

Specific Duties:

1. Engage families using relational, strengths-based, and culturally aligned approaches rooted in Lakota values.
2. Conduct family assessments to identify goals, needs, and available resources.
3. Develop individualized family wellness and action plans in partnership with each family.
4. Coordinate access to OST programs, tribal services, and community-based supports.
5. Maintain regular contact with families to track progress, provide advocacy, and offer encouragement.
6. Collaborate with service providers to ensure coordinated and culturally responsive care.
7. Facilitate support circles, workshops, and cultural gatherings as needed.
8. Maintain accurate records, reports, and documentation consistent with Tiwahe Initiative policies.
9. Participate in staff meetings, training sessions, and ongoing professional development.
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 position/program related duties assigned by the Deputy Director.

Requirements and Knowledge:

1. Knowledge of Lakota culture, values, and kinship systems.
2. Understanding of strengths-based and trauma-informed practices.
3. Excellent communication, active listening, and facilitation skills.
4. Strong organizational and documentation skills.
5. Ability to work collaboratively with families, community partners, and service systems.
6. Proficient in Microsoft Office and data entry programs.
7. Must pass a background check.
8. Must pass a pre-employment drug test in accordance with OST policy.
9. Must demonstrate respect for cultural traditions and maintain professional ethics and confidentiality.
10. Must be dependable, adaptable, and willing to attend ongoing training and professional development.

Qualifications:

1. Associate's Degree in Social Work or a related field preferred **or** High School Diploma/GED with two (2) years of experience working with tribal communities, families, or community-based programs.
2. Must possess a valid driver's license and 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. 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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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Vacancy Announcement #26-064

Position: Billing Clerk
(Non-exempt)
Salary: Grade Level 24/0
(\$34,369 per annum)
Program: Water & Sewer
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Billing Clerk is responsible for the billing at OST Water & Sewer. Duties include the billing and collection of current/delinquent Water & Sewer bills, monthly invoices/statements, and set up accounts for new customers. Print out monthly accounts status reports and submit reports to the Director. The Billing Clerk is under the supervision of the Director.

Specific Duties:

1. Bill/invoice Water & Sewer customers.
2. Provide statements for Water & Sewer customers.
3. Collect on past due bills/invoices.
4. Set up accounts for new Water & Sewer customers.
5. Print out monthly account status reports for the Director.
6. Responsible for using specialized utility computer software (QuickBooks) for water/sewer utility billing.
7. Maintain an orderly filing system for all Water & Sewer accounts.
8. Process paper and computer work necessary to close customer accounts, correct bills, generate final bills and process customer refunds.
9. Run office errands.
10. Provide office assistance as directed by the Director
11. Responsible for adhering to all company/ Tribal policies and procedures.
12. Answer telephone calls and direct calls to appropriate staff.
13. Submit required paperwork and reports in an appropriate and timely manner.
14. Assist the Director with EPA required reports (DMR, CCR).
15. Responsible for reviewing Bureau of Indian Affairs/ Indian Health Service accounts for any delinquent/current payments.
16. Audit all individual and program files on a quarterly basis to determine accurate billing and payments.
17. Prepare a list of delinquent accounts that have an existing debt to the OST Water & Sewer program on a monthly basis.
18. Responsible for following procedures of collecting delinquent payments, including written notification and follow up.

19. Consult with the Director on any problems encountered with the imposition of enforcement of water and sewer ordinances and recommend solutions.
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 duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must have knowledge in general typing, filing, and office skills and be familiar office machines.
2. Billing experience preferred.
3. Must submit to a random drug testing upon request as required by the OST Personnel Policies & Procedures.
4. Must be willing to work overtime.
5. Must be willing to attend training for billing or other pertinent activities related to the position.
6. Incumbent must be able to operate computer, shredder, and other office equipment.
7. Must be knowledgeable or gain knowledge of OST Water & Sewer ordinances and/or be willing to research and learn existing ordinances and resolutions currently in force.
8. Must be willing to go out on site visits to the various districts.
9. Must possess excellent oral and written communication skills.
10. Must be aggressive, outgoing, and present self with a pleasant demeanor.

Qualifications:

1. Must have High School Diploma/GED.
2. Must have one (1) year of computer experience.

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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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Vacancy Announcement #26-065

Position: Maintenance/Foreman
(Non-exempt)
Salary: Grade Level 30/0
(\$42,248 per annum)
Program: Water Maintenance & Conservation
Location: Pine Ridge, SD/Reservation Wide
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Maintenance/Foreman is responsible for assisting in the continual operation maintenance and replacement of the Oglala Sioux Rural Water Supply System (OSRWSS). The Maintenance/Foreman will assist the O&M Supervisor in scheduling the work of the O&M Operators and provide the guidance required in the day-to-day operation and maintenance of water systems under the Mni Wiconi project. The Maintenance/Foreman will perform semi-skilled and skilled work in the maintenance, repair, and operation of the OSRWSS. The Maintenance/Foreman will work under the direct supervision of the O&M Supervisor. In the absence of the O&M Supervisor, the Maintenance/Foreman will be under the direct supervision of the Director.

Specific Duties:

1. Assist and provide guidance to the Operators for the efficient operation and maintenance of all Mni Wiconi project water systems.
2. Schedule assignments and provide oversight for the continuous preventative maintenance program for water system facilities.
3. Assist the O&M Supervisor in the development of O&M Work Plan for OSRWSS Operation and Maintenance. This includes preventative and routine maintenance to ensure proper operation and maintenance of the Mni Wiconi Pipeline.
4. Be directly involved with inspections on newly completed projects.
5. Supervise the performance of a wide variety of maintenance and repair tasks such as;
 - a. Maintain and repair pumps, control valves, meters, PRV's, strainers, ARV's, and pipelines.
 - b. Perform ground maintenance for tank sites, booster stations, PRV control vaults, master meter vaults, etc.
 - c. Maintain and service tools and equipment.
 - d. Repair water pipeline breaks and/or water system malfunctions.
 - e. Handle customer related service calls.
 - f. Maintain up-to-date and accurate records and logs of operating conditions of booster stations, control vaults, PRV's, master meters, etc.
 - g. Purchase and obtain authorized supplies and materials.
 - h. Connect and disconnect services.
 - i. Perform routine cleaning and maintenance of OSRWSS elevated tanks and standpipes.
 - j. Water quality testing including water sampling.

6. 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.
7. Perform other position/program related duties assigned by the Supervisor/Director.

Requirements and Knowledge:

1. Must obtain a South Dakota Class II Water Distribution or Water Treatment Operators Certification within one (1) year of hire.
2. Must have knowledge and operational skills in Supervisory Controls and Data Acquisition (SCADA) computerized software and hardware.
3. Must have knowledge in assessing problems with the SCADA system and possess the skills to perform repairs in the field or as needed.
4. Must have knowledge of standards and specialized practices, methods, tools, equipment, and materials used in the maintenance and repair of water system facilities.
5. Must have knowledge of occupational hazards and necessary standard safety precautions.
6. Must have the ability to develop and implement a comprehensive, preventative maintenance program for water systems facilities and equipment.
7. Must have the ability to read and understand mechanical, electrical, and hydraulic plans, blueprints, and equipment operating manuals.
8. Must have the ability to communicate concisely and clearly, orally and in writing.
9. Must be familiar with the handling and dosing of disinfection chemicals and equipment.
10. Must be available after hours and on weekends in the event of emergency situations.

Qualifications:

1. Must possess a High School Diploma or GED.
2. Must have a minimum of four (4) years' work experience as a distribution system water operator or equivalent water operations experience.
3. Must have a valid driver's license.
4. Must possess a State Certification Level I Water Distribution or Treatment Certificate.

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 #26-022

Position: Caregiver Advocate
(Non-exempt)

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

Program: Title VI, Elderly Meals

Location: Pine Ridge, So. Dak.

Opening Date: April 13, 2026

Closing Date: April 24, 2026

General Description of Duties:

The Caregiver Advocate will be responsible for coordinating activities that will ensure success and meeting of the goals of the Native American Caregiver Support Program for the Oglala Sioux Tribe. The Caregiver Advocate will work directly under the supervision of the Director.

Specific Duties:

1. Prepare and maintain bookkeeping procedures for all monthly records.
2. Work with caregivers in nutrition, human services, and mental health services.
3. Provide training to caregivers and clients.
4. Order and distribute supplies as needed.
5. Daily visits to the nine (9) sites to talk with caregivers.
6. Keep individual logs with district caregivers' records during visitation.
7. Use of technological services to make flyers, brochures, newsletters, and track monthly reports and caregivers per elderly meals sites.
8. Coordinate with Site Managers and assist in organizing events for elders and caregivers on a weekly and monthly basis.
9. 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.
10. Perform other position/program related duties assigned by the immediate supervisor.

Requirements and Knowledge:

1. Must maintain confidentiality regarding all information pertaining to clients. Complete HIPAA/Privacy Act training within six (6) months of hire and maintain certification.
2. Must be computer literate.
3. Must be able to travel locally and out of the state and be able to do itineraries and travel reports.
4. Must be able to work with support groups.
5. Must possess public relation skills.
6. Must have knowledge of social service skills.
7. Bilingual English/Lakota language preferred.
8. Must be able to complete Caregiver training within 90 days of hire.
9. Knowledge of traditional Lakota cultural nutritious foods.

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have a valid driver's license with a reliable vehicle and liability insurance.

How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. on the closing date. Mail in application postmarked on the closing dated 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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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RE-ADVERTISED

Vacancy Announcement #26-023

Position: Director
(Exempt)
Salary: Grade Level 30/0
(\$42,248 per annum)
Program: Emergency Youth Shelter
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Emergency Youth Shelter (EYS) Director shall work and coordinate with social service agencies, school counselors, special education, program directors and other professionals providing services to special needs youths. The EYS Director will be under the direct supervision of the OST Chief of Staff.

Specific Duties:

1. Schedule and conduct in-service workshops for all support personnel.
2. Establish professional rapport with other area professionals working in the field of substance abuse prevention.
3. Establish on-going counseling services for clients.
4. Provide monthly program reports to the Chief of Staff
5. Schedule monthly meetings with placement services and/or parents, discuss program plans, and seek recommendations on project improvement.
6. Arrange for medical, psychiatric, and other examinations as needed by clients.
7. Plan a diagnostic work-up for each youth placed at the center upon placement.
8. Ensure each youth placed at the center receives two (2) hours per week of one-to-one counseling.
9. Create daily programming events for all clients.
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 position/program related duties assigned by the Chief of Staff.

Requirements and Knowledge:

1. Residential Management background preferred.

2. Bilingual Speaker preferred (Lakota).
3. Must adhere to the Confidentiality Rule.
4. Must possess administrative experience relative to writing and administering contracts/grants.
5. Must keep shelter in compliance with all licensing standards.
6. Must have own telephone or contact number in case of emergencies.
7. Must complete background investigation prior to starting employment, to include being screened against the South Dakota Department of Social Services Central Registry of Child Abuse and Neglect upon hiring.
8. Must possess knowledge of establishing and maintaining cuff accounts and be familiar with financial report writing, budget modification, etc.
9. Must possess good communication skills.
10. Must possess knowledge of 2CFR Part 200 per OMB regulations.
11. Must possess knowledge of OST Management Systems and ensure enforcement of manuals.

Qualifications:

1. Bachelor's Degree in an accredited Behavioral or Social Science area **OR** a HS/GED and six (6) years' experience in administration, management, and supervisory capacity with at least two (2) years of alternative child care experience in a group care setting.
2. Must have a valid 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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RE-ADVERTISED

Vacancy Announcement #26-024

Position: Director
(Exempt)
Salary: Grade Level 30/0
(\$42,248 per annum)
Program: Environmental Protection
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Environmental Protection Program Director is responsible for overseeing the development and implementation of Environmental Protection Program in accordance with tribal laws and regulations. This includes identifying environmental issues and developing strategies to address them, managing staff and contractors, coordinating with regulatory agencies and community groups, and monitoring compliance with environmental standards. The Environmental Protection Program Director will be under the supervision of the OST Chief of Staff and shall work under the advisement of the OST Land Committee.

Specific Duties:

1. Develop and implement environmental protection programs to address tribal priorities and comply with federal, state, and local regulations.
2. Conduct research and analysis to identify environmental issues, risks, and opportunities, and develop strategies to address them.
3. Manage staff and contractors, including training, performance evaluation, and disciplinary action as necessary.
4. Coordinate with regulatory agencies, community groups, and other stakeholders to ensure that Environmental Protection Program is effective and consistent with tribal goals and objectives.
5. Monitor compliance with environmental standards. Develop and implement corrective action plans as necessary.
6. Prepare reports and other documents to communicate the Environmental Protection Program results to tribal leaders, regulatory agencies, and other stakeholders.
7. Provide administrative, technical, and informational support and assistance to the OST Land Committee and Environmental Health Technical Team.
8. Advocate for the interests of the tribe in environmental policy and regulatory matters. Participate in relevant forums and meetings.
9. Develop and manage budgets for the Environmental Protection Program. Monitor expenditures to ensure compliance with funding requirements.

10. Required to submit for one (1) grant opportunity annually.
11. Submit monthly report to the Chief of Staff detailing program accomplishments.
12. 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.
13. Perform other program/position related duties as assigned by the immediate supervisor.

Requirements and Knowledge:

1. Knowledge of federal, state, and local environmental regulations and policies.
2. Experience working with regulatory agencies, community groups, and other stakeholders.
3. Strong leadership and management skills, including the ability to motivate and manage staff and contractors.
4. Excellent written and oral communication skills, including the ability to communicate complex environmental issues to diverse audiences.
5. Strong analytical and problem-solving skills, including the ability to develop and implement effective strategies to address environmental issues.
6. Ability to work independently and as part of a team, and to manage multiple projects and priorities.
7. Knowledge of tribal government and culture, and experience working with tribal governments and communities.

Qualifications:

1. Bachelor's Degree in Environmental Science, Natural Resource Management, or a related field **OR** a HS Diploma with four (4) years' experience in administration, management and/or supervisory capacity.
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)**

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RE-ADVERTISED

Vacancy Announcement #26-026

Position: Security Officer (4)
(Non-exempt)
Salary: Grade Level 11/0
(\$21,976 per annum)
Program: IHS Security
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

Protection of life and property of all persons on government premises. Protection completed through physical prevention; activity patrols of government buildings, grounds, and properties to prevent fire, criminal violations, and unauthorized intrusions; access control; and compliance with established rules and procedures. Officers will respond to security incidents, service-related requests, and other needs of contracted services for personnel, visitors, and others utilizing the facilities, properties, or housing areas.

Specific Duties:

1. Provides a visible deterrence to crime and prohibited activities by patrolling the buildings, housings, and properties.
2. Responds quickly and effectively to emergent and nonemergent situations.
3. Ensures only authorized personnel are admitted onto properties.
4. Escorts visitors, personnel, and others utilizing services to and from parking areas, upon request.
5. Assists motorists who become stranded on properties.
6. Performs all aspects of care and service in an environment that optimizes safety.
7. Maintains current information in lost and found instances. Notifies individuals when items reported as missing are located.
8. Investigates incidents of unusual circumstances reported by personnel, visitors, physicians, or patients and reports all incidents, verbally or through incident form, by the end of each shift.
9. Writes accurate, clear, and legible incident reports and documents investigatory steps and results.
10. Responds to emergency calls for assistance to control disorderly conduct or combative patients including assisting patient care staff in restraining patients.
11. Patrols buildings and grounds; inspects doors, windows, and locks to determine level of security.
12. Patrols parking areas to detect any irregularities.

13. Inspects outgoing parcels as necessary to prevent theft of government property.
14. Reports all safety and fire hazards observed on routine patrols and inspections.
15. Assists and gives courteous responses to any inquiries made.
16. Monitors the hospital using electronic security equipment (closed-circuit television, alarms, etc.)
17. Provides transports of properly cleared mental health patients to proper receiving facilities and transitions them to the receiving facility service providers.
18. Provides all pertinent requirements for contract compliance as directed by the Security Director.
19. Enforces all hospital policies and procedures as assigned by administration and the Security Director.
20. Effectively engages in utilizing Performance Monitors, therefore, officers participate in performance improvement activities.
21. Demonstrates knowledge of the principles of proper security work in a healthcare environment, in accordance with training and governing hospital policies and standards.
22. Provides all required services when assigned to the communication center, i.e., answers telephone and monitors CCTV, alarms, security, EMS, & maintenance etc., competently and efficiently.
23. Performs all other responsibilities as directed.

Requirements and Knowledge:

1. Adheres to dress code, appearance is to be neat and clean.
2. Satisfactory completion of IAHS Basic Security Officer Training Certification
3. Completes annual education requirements.
4. Maintains regulatory requirements.
5. Maintains patient and personnel confidentiality at all times.
6. Reports to work on time as scheduled; and completes work within designated time.
7. Wears identification while on duty.
8. Uses computerized time keeping system correctly.
9. Completes in-services and returns in a timely fashion.
10. Attends annual review and department in-services as scheduled.
11. Attends staff meetings.
12. Represents the organization in a positive and professional manner.
13. Adequately completes communication requirements when assigned to dispatch.
14. Complies with all organizational policies regarding ethical business practices.

15. Communicates the mission, ethics, and goals of the facility, as well as the focus statement of the department.
16. Experience in healthcare security preferred, but not required.
17. Pre-employment and on-going compliance with tribal drug testing requirements.
18. Ability to communicate effectively in English, both verbally and in writing.
19. Additional languages preferred, but not required.
20. Basic computer knowledge.
21. Knowledge of investigative procedures.
22. Focuses on prevention and deterrence of illegal activities and adherence to governing rules.
23. Prevents and de-escalates violent situations.
24. Implements infant/child abduction and protection mechanisms.
25. Physical demands of position include vision, hearing, repetitive motion, and environment. Additional information will be provided upon request. Reasonable accommodations **may be made** to enable individuals with disabilities to perform the essential functions of the position without compromising client care.
26. This position is identified as a "Testing Designated Position".

Qualifications:

1. High school graduate or GED equivalent.
2. 19 years of age or older.
3. Valid driver's license required.
4. Must possess and maintain a satisfactory tribal background for employment.
5. No alcohol related arrests for 6 months.
6. No misdemeanor convictions in past one (1) year (excluding minor traffic violations).
7. No felony convictions.

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 dated 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 DD214 if claiming Veteran's Preference. **(INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.)**

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RE-ADVERTISED

Vacancy Announcement #26-027

Position: Data Coordinator
(Non-exempt)

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

Program: LIHEAP/CSBG
(Low Income Home Energy Assistance Program)

Location: Pine Ridge, So. Dak.

Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Data Coordinator will develop a client data base for LIHEAP/CSBG and will generate reports when necessary. The Data Coordinator will be under the direct supervision of the LIHEAP/CSBG Director. The Data Coordinator will supervise the Data Technician/Maintenance.

Specific Duties:

1. Process energy inventory data through the use of a computer.
2. Maintain daily budget balances through daily expenditures entered into the computer.
3. Screen and certify Energy Assistance applications for eligibility.
4. Prepare necessary authorizations for signatures in acquiring energy needs for eligible households.
5. Enter and update data on all clients.
6. Extract data and produce required reports from the computer.
7. Make referrals as needed for clients in need of services the program cannot provide.
8. Other duties as assigned.

Requirements and Knowledge:

1. Required to be knowledgeable of other programs within the office.
2. Must be able to operate a computer.
3. Must communicate well with the Lakota people.
4. Bilingual preference, not mandatory.

Qualifications:

1. Associate Degree in Computer Science preferred **or** HS Diploma/GED and eight (8) years of work/supervisory experience 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 #26-030

Position: Truck Driver
(Non-exempt)
Salary: Grade Level 33/0 – 36/0
(\$46,841 - \$51,934 per annum)
Program: Motor Fuels
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Truck Driver will work under the direct supervision of the Motor Fuels Director and will be required to operate different types of trucks and some heavy equipment. The Truck Driver will routinely maintain trucks.

Specific Duties:

1. Operate dump trucks with different types of transmissions.
2. Operate a semi-tractor and trailer to transport heavy equipment and materials to sites on the reservation.
3. Operate other equipment such as road graders, earth movers (scrapers), front-end loaders, etc., to load on trailers for transport.
4. Required to keep maintenance records of program equipment and trucks.
5. Will load and unload materials using a loader on a daily basis.
6. Operate tractor trailer on reservation roads in a safe manner.
7. Must be willing to work extra hours, week-ends, and some holiday hours.
8. Keep maintenance records of program equipment and supplies.
9. Complete identified 'Special Projects' as deemed necessary/ required of the program.
10. Other related duties as assigned by the Motor Fuels 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 and work without supervision.
4. This position is identified as a "Testing Designated Position".

Qualifications:

1. Must have a High School Diploma or GED.
2. Must have a valid Commercial Driver's License (Class B or C), and obtain a Class A CDL 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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RE-ADVERTISED

Vacancy Announcement #26-033

Position: Director
(Exempt)
Salary: Grade Level 30/0
(\$42,248 per annum)
Program: Transportation- FHA
Location: Pine Ridge, So. Dak.
Opening Date: April 13, 2026
Closing Date: April 24, 2026

General Description of Duties:

The Transportation Director is responsible for planning, developing, coordinating, and maintaining a comprehensive transportation plan to serve the Oglala Sioux Tribe in the management and development of the Tribe's Transportation System on the Pine Ridge Reservation in the most effective manner to provide for the transportation needs of the Oglala Sioux Tribe. The Transportation Director shall be responsible for the proper, efficient, effective administration of P.L. 93-638 Tribal Planning Contract and P.L. 93-638 Construction Contracting Programs. The Transportation Director works under the direct supervision of the Chief of Staff.

Specific Duties:

1. Serve as advisor to tribal leaders on transportation planning and construction contracting matters.
2. Oversee daily operations of the program.
3. Develop and maintain an inventory of the Reservation Road System that provides sufficient information to draft maps and develop reports that show ownership, status of right of way, mileage, condition, classification, functional use, accident sites, surface types, and other features as necessary to manage and report on the system.
4. Coordinate reservation transportation plans with tribal officials and executives of the federal, state, and county transportation programs.
5. Conduct a study on tribal transportation problems and needs that cause such problems.
6. Establish goals for dealing with the identified transportation problems, needs, and causes and develop an action plan for accomplishing goals in accordance with the Tribal Transportation plan and the Tribe's priorities.
7. Conduct special studies for tribal transportation-related programs: land use, transit, bicycle paths, scenic by-ways enhancement programs, transportation of hazardous materials through the reservation, etc.
8. Network with transportation organizations like the American Associate of State and Highway Transportation Officials (AASHTO), the Community Transportation Association of American (CTAA), the Transportation Research Board (TRB), and the Intertribal Transportation Association (ITA).
9. Provide written monthly reports to Chief of Staff.
10. Develop a priority list of projects based on the transportation plan and submit to the Chief of Staff at the beginning of each fiscal year.
11. Supervise all staff in the planning and construction sections.
12. Participate in transportation planning funding, construction, and policy meetings and conferences.

13. Have Regular and recurring contacts with tribal, state, and federal officials, tribal program managers, subcontractors, suppliers, and the general public. Contacts are for the purpose of obtaining information, guidance, instruction. and other information pertinent to road construction, maintenance, and administrative matters.
14. Submit required quarterly and annual reports as required by federal funding agencies.
15. Conduct yearly employee evaluations and corrective actions if needed.
16. 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.
17. Perform other position/program related duties assigned by the Chief of Staff.

Requirements and Knowledge:

1. Knowledge of the federal laws relating to the administration of the federal aid and highways program, transit programs, the Indian Reservation Road (IRR) program, Public Law 93-638, and any other related federal and state transportation regulations.
2. Skills in oral and written communications.
3. Knowledge of other tribal infrastructure programs, such as education, economic development, health, housing, tourism, zoning, and land use.
4. Knowledge of road survey, design construction, inspection, and maintenance.
5. Knowledge of establishing and maintaining cuff accounts and be familiar with financial report writing, budget modification s, etc.
6. Must possess grant/proposal writing skills.
7. Must possess administrative experience relative to administering contracts/grants.
8. Must possess knowledge of 2CFR Part 200 per OMB regulations.
9. Knowledge of OST Management System and enforcement of manuals.

Qualifications:

1. Bachelor's Degree in Business or related field **OR** High School/GED and minimum of six (6) years' experience in administration, management, and supervisory capacity.
2. Must possess a valid state driver's license.

How to Apply:

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