



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



**Please Post      Please Post      Please Post**

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

**Opening Date:    June 1, 2026**

**Closing Date:    June 12, 2026**

26-066	Administrative Assistant	Cannabis Commission	Pine Ridge, So. Dak.
26-067	Data Technician/IT	Cannabis Commission	Pine Ridge, So. Dak.
26-068	Secretary	Cannabis Commission	Pine Ridge, So. Dak.
26-069	STEAM Center Coordinator	Child Care & Development	Pine Ridge, So. Dak.
26-070	Criminal Investigator	Dept. of Public Safety/CI Unit	Reservation Wide
26-071	Administrative Assistant	Employee Assistance Program	Pine Ridge, So. Dak.
26-072	Cangleska Waoonspe Oyate Waokiyapi Helper	Health Administration	Pine Ridge, So. Dak.
26-073	Female Domestic Violence Advocate (2)	Victim Services	Pine Ridge, So. Dak.

**RE-ADVERTISEMENTS**

26-001	Assistant Cook	Dept of Corrections/JC	Pine Ridge, So. Dak.
26-006	Information Technology Technician	Dept of Corrections/AOF	Pine Ridge, So. Dak.
26-012	Court Clerk (4)	Tribal Court	Kyle & Pine Ridge, So. Dak.
26-017	Child Care Leader (2)	Child Care & Development	Pine Ridge, So. Dak.
26-020	PCC Data Technician/Biller	Community Health Representative	Pine Ridge, So. Dak.
26-021	Secretary/Data Entry Clerk	Credit & Finance	Pine Ridge, So. Dak.
26-022	Caregiver Advocate	Elderly Meals	Pine Ridge, So. Dak.
26-031	Clinical Nurse Manager/RN	Native Womens Health Care	Rapid City, So. Dak.
26-041	Referral Van Driver (2)	Health Administration	Pine Ridge, So. Dak.
26-043	Transit Driver (2)	Oglala Sioux Transit	Pine Ridge, So. Dak.
26-053	STEAM Center Site Supervisor	Child Care & Development	Pine Ridge, So. Dak.
26-061	Office/Budget Manager	Road Maintenance	Pine Ridge, So. Dak.
26-062	Caretaker	Tiwahe Initiative	Porcupine, 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 #26-066

Position: Administrative Assistant  
(Non-exempt)  
Salary: Grade Level 27/0  
(\$38,106 per annum)  
Program: Cannabis Commission  
Location: Pine Ridge, So. Dak.  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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### General Description of Duties:

The Administrative Assistant provides comprehensive administrative and operational support to the program. Will work both independently and collaboratively to meet deadlines, manage multiple priorities, and ensure efficient office operations. Will maintain accurate administrative records and support daily business functions. The Administrative Assistant will report directly to and be under the direct supervision of the Cannabis Director. The Administrative Assistant will assume signature authority in the absence of the Cannabis Director.

### Specific Duties:

1. Answer and manage incoming calls, route calls to appropriate staff, take messages, and maintain the telephone system; train staff on voicemail usage as needed.
2. Process payments and perform accounting-related tasks in accordance with the OST Financial Management Manual by maintaining accurate financial records (e.g., vendor payments, timesheets, and related documentation).
3. Respond to inquiries directly or route requests to appropriate staff in a timely manner.
4. Monitor, maintain, and order office supplies in alignment with OST FAO processing schedules.
5. Process and maintain documentation including timesheets, travel advances, payment vouchers, travel reports, requisitions, vehicle use authorizations, and property disposition forms.
6. Coordinate travel arrangements for staff; assist with travel advances and reimbursements, ensuring timely reconciliation and accurate tracking of budget line items.
7. Obtain required training of software required by the OST Marijuana Ordinance: BioTrack, GrowFlow, etc.

8. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
9. Perform other program/position related duties as assigned by the immediate supervisor.

### Requirements and Knowledge:

1. Serve as the primary point of contact for internal and external inquiries, demonstrating professionalism and proper telephone etiquette.
2. Strong verbal and written communication skills, including proper grammar and professional correspondence.
3. Excellent interpersonal skills and ability to work effectively in a team environment.
4. Knowledge of office management practices and administrative procedures.
5. Proficiency in Microsoft Office Suite (Word, Excel, Outlook, etc.).
6. Ability to maintain confidentiality and adhere to ethical standards.
7. Strong organizational skills with attention to detail and accuracy.
8. Maintain strict confidentiality of all sensitive information.

### Qualifications:

1. Bachelor's Degree in Business or a related field preferred **OR** High School diploma/GED required with three (3) years of work experience.
2. Valid driver's license required.

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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 #26-067

Position: Data Technician/IT  
(Non-exempt)  
Salary: Grade Level 27/0  
(\$38,106 per annum)  
Program: Cannabis Commission  
Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026

Closing Date: June 12, 2026

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

The Data Technician/IT is responsible for collecting, maintaining, analyzing, and reporting cannabis-related data for a tribal government or tribally owned cannabis enterprise. This role ensures compliance with tribal regulations and may support coordination with state systems. The Data Technician/IT will be under the direct supervision of the Cannabis Director.

### **Specific Duties:**

1. Maintain cannabis inventory tracking systems (seed-to-sale).
2. Enter and verify data on cultivation, processing, and sales.
3. Monitor discrepancies in inventory or reporting.
4. Manage databases related to licensing, testing, and distribution.
5. Ensure adherence to tribal cannabis laws and regulations.
6. Assist with audits and inspections.
7. Prepare required compliance reports.
8. Coordinate with regulators (tribal and possibly state agencies).
9. Generate daily, weekly, and monthly reports.
10. Analyze trends (sales, production, inventory loss, etc.).
11. Provide data insights to leadership for decision-making.
12. Work with cannabis tracking systems (like METRC or BioTrack if applicable).
13. Troubleshoot data entry issues.
14. Train staff on proper system usage.
15. Maintain, secure, and keep accurate records.
16. Archive documents per tribal policy.
17. 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.

18. Perform other program/position related duties as assigned by the immediate supervisor.

### **Requirements and Knowledge:**

1. Knowledge and experience with databases (Excel, SQL, or similar tools).
2. Familiarity with inventory or tracking systems.
3. Strong attention to detail and accuracy.
4. Knowledge of tribal cannabis regulations (or willingness to learn).
5. Basic understanding of cannabis operations (cultivation, retail, etc.).
6. Knowledge of compliance and auditing processes.
7. Organization and time management.
8. Communication with multiple departments.
9. Problem-solving and analytical thinking.
10. Understanding of tribal sovereignty and governance.
11. May require working with tribal councils or regulatory boards.
12. Preference may be given to enrolled tribal members.
13. Ensure confidentiality of sensitive business and regulatory information.

### **Qualifications:**

1. Associate's Degree **OR** High School diploma/GED is **required**. Bachelor's Degree preferred.
2. Two (2) years of work experience in data entry, compliance, or administrative roles.

### **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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## Vacancy Announcement #26-068

Position: Secretary  
(Non-exempt)  
Salary: Grade Level 20/0  
(\$29,951 per annum)  
  
Program: Cannabis Commission  
Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026

Closing Date: June 12, 2026

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

The Secretary will be responsible for the daily administrative functions of the Cannabis Office and Cannabis Commission. The Secretary will assist in completing daily tasks and assignments to ensure the efficiency of the office. The Secretary shall be directly responsible to and under the supervision of the Director.

### **Specific Duties:**

1. Answer phones and direct calls to the appropriate staff.
2. Prepare all correspondence, reports, requisitions, travel authorizations and reports, time sheets, and all other documentation.
3. Submit all necessary documentation to ensure financial compliance.
4. Assist in overseeing and maintaining office files.
5. Maintain a daily/weekly schedule for the Cannabis Office and Cannabis Commission.
6. Assist in preparations for conferences, meetings, and hearings.
7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
8. Perform other program/position related duties as assigned by the Director

### **Requirements and Knowledge:**

1. Gain or have knowledge of current office practices, procedures, and equipment.
2. Gain or have knowledge of efficient public relations skills (both oral and written) to ensure positive communications with the licensed owners, leadership, and personnel of the Cannabis Office and Cannabis Commission.
3. Gain or have knowledge of Oglala Sioux Tribe's Management Systems and processes.
4. Must have working knowledge and experience with computers and be willing to learn new technology.
5. Must have knowledge of the Marijuana Control Ordinance and of the industry.

### **Qualifications:**

1. High School diploma/GED.
2. Three (3) years of secretarial 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. 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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## Vacancy Announcement #26-069

Position: STEAM Center Coordinator  
(Non-exempt)  
Salary: Grade Level 27/0  
(\$38,106 per annum)

Program: Child Care & Development  
Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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

The STEAM Center Coordinator provides day to day supervision of the Learning Centers across the reservation. The STEAM Center Coordinator will ensure that staff are adequately trained and maintain state licensing certification. The STEAM Center Coordinator will ensure that quality care and nutritious meals are provided at the centers. The STEAM Center Coordinator will be under the direct supervision of the Program Director.

### **Specific Duties:**

1. Organize and maintain an office filing system for all centers.
2. Establish and maintain a recordkeeping system for all children enrolled in the centers.
3. Supervise personnel and complete evaluations.
4. Coordinate training for staff.
5. Monitor performance and quality assurance for services at the centers.
6. Evaluate and maintain progress of program goals and objectives.
7. Monitor the center environments to ensure safe and stimulating centers.
8. Implement and enforce proper procedures in reporting suspected child abuse/neglect.
9. Enforce OST Policies and Procedures Manual.
10. Maintain daily contact with center supervisors to ensure staffing ratios, nutrition plans, and licensing requirements are met.
11. Work with the Outreach Coordinators to ensure quality checks are completed and necessary action is taken to ensure quality and polices are met.
12. Report directly to the Program Director all progress evaluations and staffing evaluations.

13. Ensure compliance with Youth and Family Food Service requirements.
14. Ensure compliance with State of South Dakota licensing requirements.
15. Will be responsible for compliance action plans and passing of annual inspections.
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 immediate supervisor.

### **Requirements and Knowledge:**

1. Must possess a basic knowledge of child development.
2. Must possess good writing and verbal skills.
3. Must pass a background check with no child related or violent convictions.
4. This position is identified as a "Testing Designated Position".

### **Qualifications:**

1. Degree in Business, **OR** Associates Degree in Early Childhood **OR** valid CDA Certification with three (3) years of supervisory experience.
2. Must possess a valid driver's license and be insurable.

### **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 #26-070

Position: Criminal Investigator  
(Exempt)  
Salary: Grade Level 42/0 – 43/0  
(\$63,840 - \$66,075 per annum)  
Program: Dept of Public Safety –  
Criminal Investigation Unit  
Location: Pine Ridge, So. Dak. /Reservation Wide  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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

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

### Specific Duties:

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

### Requirements and Knowledge:

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

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

### Qualifications:

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

### How to Apply:

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

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## Vacancy Announcement #26-071

Position: Administrative Assistant  
(Non-exempt)  
Salary: Grade Level 21/0  
(\$30,999 per annum)  
Program: Employee Assistance Program  
Location: Pine Ridge, So. Dak.  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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### General Description of Duties:

The Administrative Assistant is a support position to the Director and the Counselors. The Administrative Assistant provides general clerical, computer/typing, and administrative duties as assigned by the Director and must maintain a high degree of confidentiality as required to ensure the efficient operation of the program. The Administrative Assistant shall be under the direct supervision of the Employee Assistance Program Director.

### Specific Duties:

1. Maintain office services by organizing office operations and procedures, designing and organizing filing systems, planning and arranging maintenance, prepare information needed for reports, and controlling correspondence.
2. Provide general clerical and administrative duties, operate all types of office machines: such as telephone, fax, computer, typewriter, binding machine, calculator, copier, scanner, and other program equipment.
3. Maintain an alphabetized filing system, cuff accounts, modifications, and justifications for audit procedures.
4. Provide purchasing and procurement support for the program.
5. Negotiate with vendors on purchase agreements for operating needs.
6. Maintain an ongoing inventory of equipment and supplies for daily operating needs for the facility.
7. Prepare all necessary documents for processing and tracking of all purchase orders.
8. Perform administrative functions with the understanding and knowledge of program budget, budget modifications, budget justifications, and prepare Travel Authorizations and Travel Reports.
9. Prepare and maintain payroll records and set up new members of staff to include new employee orientation.
10. Contribute to team effort by accomplishing related tasks as needed.
11. Perform other duties assigned by supervisor, director, or authorized person with delegated authority.

### Requirements and Knowledge:

1. Must have knowledge of the principles, concepts, methodology, and practices in administrative procedures, fiscal management policies, budgetary procedures, forms and formats, documentation of reports, and related requirements.
2. Must have knowledge of the OST Personnel Policies and Procedures, Procurement Management, Financial Management, Records Management, and OMB Circulars New Uniform Guidelines.

3. Must have skill in applying and/or finding solutions to improve program efficiency and effectiveness.
4. Must have knowledge in working with requisitions, accounts payable, and travel vouchers, or willingness to learn.
5. Must have experience in planning and coordinating for workshops and conferences.
6. Must be willing to travel for presentations, trainings, and picking up supplies.
7. Must have computer experience with a working knowledge of basic office machinery.
8. Must have knowledge of and the ability to identify resources for program operations and purposes.
9. Must have the ability to work independently as well as under direction of the Employee Assistance Program Director, and/or the person with delegated authority.
10. Must be able to keep a high level of confidentiality in regard to all records, materials, and knowledge concerning clients of the Employee Assistance Program and individuals serviced. *Privacy Act of 1974 (5 U.S.C. Section 552a), 42CFR Part 2, P.L. 99-570 and HIPAA Rules and Regulations.*
11. Must perform other related duties assigned, per the services the Employee Assistance Program provides, and/or as directed by the Director or person with delegated authority.
12. Must pass a drug and alcohol test and background check pursuant to Oglala Sioux Tribe Personnel Policies and Procedures.
13. Must have knowledge and understanding of Lakota values/culture and promote cultural traditions and values within the program operations, or the willingness to learn.

### Qualifications:

1. Associates of Arts Degree in Business **OR** related field **with** a minimum of one (1) year work experience **OR** High School Diploma/GED with a minimum of three (3) years' work experience in business administration (six (6) months experience with computers included) **required.**
2. Must have a valid driver's license.
3. Must have a minimum of two (2) consecutive years of abstinence from alcohol and other drugs prior to hire. **Two 2 letters of professional reference affirming the abstinence is required.**

### How to Apply:

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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 #26-072

Position: Oyate Waokiyapi Helper  
(Non-exempt)  
Salary: Grade Level 25/0  
(\$35,572 per annum)  
Program: Health Administration  
Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026

Closing Date: June 12, 2026

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

The Cangleska Waoonspe Oyate Waokiyapi Helper will support local outreach and community awareness and prevention activities. Will be responsible for collecting data for each training/activity implemented through the program. Will lead suicide prevention efforts on the Oglala Sioux Reservation. Will ensure timely intervention and access to services during crises. The Cangleska Waoonspe Oyate Waokiyapi Helper will be under the direct supervision and report to the Cangleska Waoonspe Oyate Waokiyapi Lead Helper.

### **Specific Duties:**

1. Assist with community meetings and build relationships to enhance suicide prevention efforts.
2. Assist in culturally relevant training and educational materials on mental health.
3. Assist with the collaboration with schools and youth organizations to identify and assist at-risk youth.
4. Assist in offering crisis support and connecting individuals to services.
5. Maintain records and submit progress reports to the Program Manager.
6. Organize community meetings, facilitate training, partner with schools and youth organizations, and provide culturally relevant support to at-risk youth and their families.
7. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
8. Perform other position/program related duties assigned by supervisor.

### **Requirements and Knowledge:**

1. Knowledge of Lakota culture, values, and culturally appropriate mental health practices.
2. Strong communication skills, with the ability to engage diverse community members and respond effectively to crises.
3. Experience in community outreach, mental health services, youth programming, or social services preferred.
4. Ability to collect, track, and report program-related data accurately.

### **Qualifications:**

1. Bachelor's Degree preferred, **OR** High School diploma/GED with four (4) years' work experience in behavioral health, social services, community engagement, or related field.
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. 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 #26-073

Position: Female Domestic Violence Advocate (2)  
(Non-exempt)

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

Program: Victim Services

Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026

Closing Date: June 12, 2026

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

The Female Domestic Violence Advocate provides critical advocacy support services, including crisis intervention and safety planning to victims of domestic violence, sexual assault, teen dating violence, and elder abuse. The Female Domestic Violence Advocate will deliver compassionate, confidential, and trauma-informed care, linking victims to essential resources that enhance safety and empowerment. The Female Domestic Violence Advocate will be under the supervision of the Victim Services Director.

### **Specific Duties:**

1. Provide emergency support services, legal advocacy, medical accompaniments, referrals, and assist with safety planning
2. Transport victims to shelters, safe houses, and court hearings as needed.
3. Conduct community outreach, education to raise awareness about domestic violence and sexual assaults and co-facilitate support groups.
4. Maintain confidential records.
5. Work collaboratively with law enforcement and other programs.
6. Provide crisis intervention and emotional support to victims via crisis line and in-person.
7. Provide peer-to-peer counseling as needed.
8. Maintain accurate documentation and complete intake and statistical forms.
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 Director.

### **Requirements and Knowledge:**

1. Must be willing to learn to navigate the Oglala Sioux Tribe's Criminal Justice System and apply the Domestic Violence Code.
2. Must have an understanding of sexual assault, domestic violence, stalking, and oppression.
3. Ability to work collaboratively with referring agencies and other organizations is essential.
4. Attend position-related trainings and meetings to increase service delivery to survivors.
5. Ability to communicate in a courteous manner, even in adverse situations.
6. Participate in the scheduled on-call rotation.
7. Must adhere to rules of confidentiality.
8. Strong communication, empathy, and active listening skills.
9. Must be committed to delivering non-judgmental support to victims of all violence.
10. Ability to handle stressful situations with sensitivity and respect.
11. This position is identified as a "Testing Designated Position".

### **Qualifications:**

1. Must have a High School diploma or GED. Associates Degree preferred.
2. Must have two (2) years of work experience required. Domestic Violence/Sexual Assault experience preferred.
3. Valid drivers' license required.

### **How to Apply:**

Submit a complete OST Application for Employment to the OST Human Resource Department no later than 4:30 p.m. 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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**RE-ADVERTISED**

**Vacancy Announcement #26-001**

Position: Assistant Cook  
(Non-exempt)

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

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

Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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**General Description of Duties:**

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

**Specific Duties:**

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

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

**Requirements and Knowledge:**

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

**Qualifications:**

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

**How to Apply:**

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-006**

Position: Information Technology Technician  
(Non-exempt)  
Salary: Grade Level 33/0  
(\$46,841 per annum)  
Program: Department of Corrections/AOF  
Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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**General Description of Duties:**

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

**Specific Duties:**

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

**Requirements and Knowledge:**

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

**Qualifications:**

1. Bachelor's Degree in Computer Science with two (2) years' experience in network systems administration **OR** AA Degree in Computer Science with four (4) years' experience in network systems administration.
2. Must have a valid driver's license.
3. Must be 21 years or older.
4. No misdemeanor or convictions in the past one (1) year (excluding minor traffic violations).
5. Must have never been convicted of a felony crime.

**How to Apply:**

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

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## RE-ADVERTISED

### Vacancy Announcement #26-012

Position: Court Clerk (4)  
(Non-exempt)  
Salary: Grade Level 20/0  
(\$29,951 per annum)  
Program: Oglala Sioux Tribal Court  
Location: Kyle & Pine Ridge, So. Dak.  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026  
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#### General Description of Duties:

The Court Clerk's primary job is the preparation and maintenance of all court case files within the following docket areas: Criminal, Traffic, Civil, and Youth and Family Court. This position is under the direct supervision of the Court Administrator with judicial guidance from the Chief Judge.

#### Specific Duties:

1. Prepare dockets or calendars of cases to be called using computer software.
2. Record case dispositions, court orders, and arrangements made for payment of court fees.
3. Answer inquiries from the general public regarding judicial procedures, court appearances, trial dates, adjournments, outstanding warrants, summonses, subpoenas, witness fees, and payment of fines.
4. Prepare and issue orders of the court, including probation orders, release documentation, sentencing information, and summonses.
5. Prepare final orders recording the outcomes of court proceedings.
6. Instruct parties about timing of court appearances.
7. Explain procedures or forms to parties in cases or to the general public.
8. Search files and contact witnesses, attorneys, and litigants in order to obtain information for the court.
9. Ensure files, documents, and materials filed with or in the custody of the courts are not removed without specific written instructions of the judges of the courts.
10. Maintain court confidentiality and proper decorum of the court.
11. Read charges and related information to the court and, if necessary, record defendants' pleas.
12. Collect court fees or fines, and record amounts collected.
13. Direct support staff in handling of paperwork processed by the court.
14. Examine legal documents submitted to courts for adherence to court procedures.
15. Record court proceedings using recording equipment, or record minutes of court proceedings.
16. Prepare courtrooms with paper, pens, water, easels, and electronic equipment, and ensure that recording equipment is working.
17. Open courtrooms by calling them to order and announcing judges.
18. Meet with judges or other officials in order to coordinate the functions of the court.

19. Draft orders for judges.
20. Other related duties as assigned by the Court Administrator and/or Chief Judge.

#### Requirements and Knowledge:

1. Must be willing to learn court procedures including the Tribal Code and other applicable laws within ninety (90) days.
2. Must have the ability to compile and maintain accurate records and maintain confidentiality of information.
3. Must be able to establish priorities in completing daily assignments and work independently.
4. Must have the ability to communicate with other departments and agencies on court procedures to better coordinate court systems.
5. Must have the ability to deal with the public and staff in a positive and objective manner.
6. Must demonstrate excellent written and verbal communication skills.
7. Must be able to pass a criminal background investigation.
8. Must be able to pass a drug test.
9. Must be computer literate with knowledge of Microsoft Office.
10. Must be willing and able to attend local and out-of-state training.
11. Must become familiar with and adhere to the Code of Ethics for Tribal Court personnel within ninety (90) days.
12. May be required to work beyond regular business hours.
13. Must be willing to become familiar with court management software within ninety (90) days of employment.
14. Must have excellent customer service skills in person and on the telephone.

#### Qualifications:

1. High School Diploma or GED required. Associate Degree preferred.
2. Must have one (1) year of experience with equivalent combination of training or experience.
3. Must have no prior felony convictions.
4. No misdemeanor convictions in the past five (5) years (excluding minor traffic violations).
5. Must have a valid driver's license.

#### How to Apply:

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-017**

Position: Child Care Leader (2)  
(Non-exempt)

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

Program: Child Care & Development

Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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**General Description of Duties:**

The Child Care Leader will participate in training activities that will result in the skills and knowledge necessary to obtain employment in the child development field. This position will be directly supervised by the Child Care Training Coordinator in coordination with the Learning Center Supervisors

**Specific Duties:**

1. Will attend classroom training and complete assessment to obtain a Child Development Associate certificate.
2. Will complete contact hours at assigned Learning Centers.
3. Will maintain strict confidentiality when working with children and families.
4. Will maintain a training portfolio of all certificates earned.
5. Will complete Food Handler's training, CPR/First Aid, childhood illness, detecting and reporting child abuse and neglect, as well as any other trainings pertaining to the job.
6. Will accept constructive direction from all supervisors and instructors.
7. Will perform all duties relating to positions in the Learning Centers.
8. Will complete task planning for duties assigned in the Learning Centers.
9. Will provide quality activities that promote healthy child development.
10. Will make strong efforts to acquire employment in the child development field.

**Requirements and Knowledge:**

1. Problem solving - identify and resolve conflict in a timely manner.
2. Project management - develop and coordinate projects.
3. Oral communication - speak clearly in all situations.
4. Written communication - write clearly and informatively.
5. Team work – exhibit objectivity and openness to others' views.
6. Must display a desire to work for the interest of Oglala Lakota children.
7. Must display a willingness to provide quality child development services.
8. Must pass a pre-employment drug screen.
9. Must submit to a background investigation and have no child related offenses.
10. Must be willing to perform all duties assigned in the Learning Centers.
11. Must be willing to travel for training.
12. Must be willing to obtain classroom and job site training

**Qualifications:**

1. Must be at least 18 years of age.

**How to Apply:**

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-020**

Position: PCC Data Technician/Biller  
(Non-exempt)  
Salary: Grade Level 25/0  
(\$35,572 per annum)  
Program: Community Health Representative  
Location: Pine Ridge, So. Dak.  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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**General Description of Duties:**

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

**Specific Duties:**

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

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

**Requirements and Knowledge:**

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

**Qualifications:**

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

**How to Apply:**

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-021**

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

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

Program: Credit & Finance

Location: Pine Ridge, So. Dak.

Opening Date: June 1, 2026

Closing Date: June 12, 2026

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**General Description of Duties:**

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

**Specific Duties:**

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

**Requirements and Knowledge:**

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

**Qualifications:**

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

**How to Apply:**

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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: June 1, 2026

Closing Date: June 12, 2026

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**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 #26-031

Position: Clinical Nurse Manager  
/Registered Nurse  
(Non-exempt)  
Salary: Grade Level 45/5  
(\$84,065 per annum)  
Program: Native Womens Health Care  
Location: Rapid City, So. Dak.  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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#### General Description of Duties:

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

#### Specific Duties:

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

(new and/or replacement), preventative maintenance, and supply needs.

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

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

#### Requirements and Knowledge:

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

#### Qualifications:

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

#### How to Apply:

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

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**RE-ADVERTISED**

**Vacancy Announcement #26-041**

Position: Referral Van Driver (2)  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Health Administration  
Location: Pine Ridge, So. Dak.  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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**General Description of Duties:**

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

**Specific Duties:**

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

**Requirements and Knowledge:**

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

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

**Qualifications:**

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

**How to Apply:**

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

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## RE-ADVERTISED

### **Vacancy Announcement #26-043**

Position: Transit Driver (2)  
(Non-exempt)  
Salary: Grade Level 14/0 – 21/0  
(CDL-C) (\$24,365 per annum)  
(CDL-A or B) (\$30,999 per annum)  
Program: Oglala Sioux Transit  
Location: Pine Ridge, So. Dak.  
Opening Date: June 1, 2026  
Closing Date: June 12, 2026

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

The Transit Driver will be trained to operate buses, mini-buses, and vans to implement duties pertinent to the position; to observe and obey transportation regulations; and any other pertinent training related to the operation of a transit system. The Transit Driver will operate gas or diesel buses, mini-buses, or vans on routes for the OST Transit Program. This position is classified as a sensitive position and is subject to more stringent drug screening and background checks. **Upon completion of all training and proof of classifications the Transit Driver wages will be adjusted on the scale to a higher Grade /Step.** The Transit Driver shall be under the direct supervision of the Transit Director.

#### **Specific Duties:**

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

10. Completes passenger log at completion of shift, noting any safety items, customer complaints, or comments.
11. Complies with local and tribal traffic regulations.
12. Reports accidents immediately to dispatcher, requesting police or ambulance service as needed. Assists injured persons from first-aid kit until services arrive. Completes company accident report.
13. May be assigned to switch buses around bus yard, move buses in and out of maintenance line, or drive tow truck or service truck.
14. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position.
15. Performs other position/program related duties assigned by the immediate supervisor.

#### **Requirements and Knowledge:**

1. Must have a friendly, customer-oriented personality.
2. Must have physical strength adequate to maneuver the bus/van and or wheelchairs and assist passengers entering or getting off the bus.
3. Must be able to work independently, and must be willing to work shifts that vary from day to night and may operate seven days a week. Driving commuter runs may result in working split shifts.
4. Must obtain a Class B with a Chauffeur Certification and Passenger Endorsement during the 90-day Probationary Period and employment is conditional on obtaining the appropriate licenses and certifications.
5. Random drug and alcohol testing per the Federal Transit Administration (FTA) of the U.S. Department of Transportation (U.S.DOT) as published in regulations 49 CFR Part 40 (as amended) and Part 655.
6. This position is identified as a "Testing Designated Position".

#### **Qualifications:**

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

#### **How to Apply:**

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

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**RE-ADVERTISED**

**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: June 1, 2026  
Closing Date: June 12, 2026

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**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 Centers 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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**RE-ADVERTISED**

**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: June 1, 2026  
Closing Date: June 12, 2026

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**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)***

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**RE-ADVERTISED**

**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: June 1, 2026  
Closing Date: June 12, 2026

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**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 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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