



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

**Opening Date: August 10, 2026**

**Closing Date: August 21, 2026**

|        |                                |                                  |                             |
|--------|--------------------------------|----------------------------------|-----------------------------|
| 26-086 | Addiction Counselor Trainee    | Anpetu Luta Otipi                | Wanblee, So. Dak.           |
| 26-087 | Director                       | Cannabis Commission              | Pine Ridge, So. Dak.        |
| 26-088 | FSS Specialist                 | Child Protection Services        | Pine Ridge, So. Dak.        |
| 26-089 | Office Manager                 | Clinical Lab                     | Pine Ridge, So. Dak.        |
| 26-090 | Community Health Rep (4)       | Community Health Representative  | Reservation Wide            |
| 26-091 | Assistant Cook (2)             | Dept of Corrections/JC & MRDC    | Kyle & Pine Ridge, So. Dak. |
| 26-092 | Community Health Worker        | Health Administration            | Pine Ridge, So. Dak.        |
| 26-093 | Director                       | Transportation - FHA             | Pine Ridge, So. Dak.        |
| 26-094 | File Clerk/Receptionist        | Utilities                        | Pine Ridge, So. Dak.        |
| 26-095 | Lead Electronics Technician II | Water Maintenance & Conservation | Pine Ridge, So. Dak.        |

## **RE-ADVERTISEMENTS**

|        |                                             |                             |                      |
|--------|---------------------------------------------|-----------------------------|----------------------|
| 26-006 | Information Technology Technician           | Dept of Corrections/AOF     | 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. |
| 26-034 | Janitor/Maintenance                         | Transportation - FHA        | Pine Ridge, So. Dak. |
| 26-041 | Referral Van Driver (2)                     | Health Administration       | Pine Ridge, So. Dak. |
| 26-042 | Cangleska Waoonspe Administrative Assistant | Health Administration       | Pine Ridge, So. Dak. |
| 26-071 | Administrative Assistant                    | Employee Assistance Program | Pine Ridge, So. Dak. |
| 26-072 | Cangleska Waoonspe Oyate Waokiyapi Helper   | Health Administration       | Pine Ridge, So. Dak. |
| 26-084 | Outreach Worker (2)                         | Special Education Services  | 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 #26-086

Position: Addiction Counselor Trainee  
(Non-exempt)  
Salary: Grade Level 27/0  
(\$38,106 per annum)  
Program: Anpetu Luta Otipi  
Location: Wanblee, So. Dak.  
Opening Date: August 10, 2026  
Closing Date: August 21, 2026

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### **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).

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### **Notice:**

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## Vacancy Announcement #26-087

Position: Director  
(Exempt)  
Salary: Grade Level 34/0  
(\$48,481 per annum)  
Program: Cannabis Commission  
Location: Pine Ridge, So. Dak.  
Opening Date: August 10, 2026  
Closing Date: August 21, 2026

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

The Director shall perform all duties as set forth in Ordinance No. 21-11. The Director shall be subject to the provisions set forth in Ordinance No. 21-11. The Director shall oversee the day-to-day functions of the Oglala Sioux Cannabis Commission (OSC) including accepting license applications, license agreements, and scheduling tests and inspections. The Director cannot apply for or possess any hemp grower, broker, handler, or producer license while employed by the Oglala Sioux Cannabis Commission. The Director shall be directly responsible to and under the supervision of the Oglala Sioux Tribe Marijuana Commission.

### **Specific Duties:**

1. Be knowledgeable about Ordinance No. 21-11 and subsequent regulations.
2. Oversee the OSC Commission day-to-day functions pursuant to Ordinance No. 21-11.
3. Ensure all records are maintained by the OSC Commission.
4. Be the direct supervisor of employees of the OSC Commission.
5. Develop and update all necessary forms for the OSC Commission.
6. Develop budgets for the OSC Commission.
7. Receive, interpret, and review hemp test results for compliance with Ordinance No. 21-11.
8. Carry out all functions assigned in Ordinance No. 21-11.
9. Draft, compile, and submit monthly reports to the OSC Commission.
10. Prepare and submit information required by Ordinance No. 21-11.
11. Serve as a tribal regulatory liaison between the OSC Commission and law enforcement.
12. Attend training and remain knowledgeable in the cannabis industry.
13. Must be able to develop and create spreadsheets, reports, and forms.

### **Requirements and Knowledge:**

1. Must possess a strong background in agriculture, chemistry, or biology, or have substantial experience in testing and analysis.

2. Required to possess excellent public relations skills (both oral and written) to ensure positive communications with the constituency, leadership, and personnel of the Oglala Sioux Tribe.
3. Must be knowledgeable or be willing to gain knowledge of tribal and federal regulatory requirements.
4. Must pass a drug and alcohol test.
5. Must pass a background check consistent with tribal and federal law, including the following:
  - a. Not have been found guilty of or entered a plea of nolo contendere or guilty to any felony related to a controlled substance under tribal, federal, or state law within the last ten (10) years.
  - b. Not have been found guilty of or entered a plea of nolo contendere or guilty to any tribal court conviction of any drug-related offense related to production, distribution, or manufacturing of a controlled substance within the last ten (10) years.
6. Must be computer literate and possess substantial knowledge of computer software programs, including MS Word, MS Excel, and Adobe Acrobat.
7. Must have strong organizational skills and be detail oriented.

### **Qualifications:**

1. Bachelor's Degree **OR** at least five (5) years' experience in the Marijuana Industry **OR** can otherwise demonstrate the ability to perform services required by the position.

### **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 #26-088

Position: Family Support Service Specialist  
(Non-exempt)

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

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

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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

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

### **Specific Duties:**

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

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

### **Requirements and Knowledge:**

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

### **Qualifications:**

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

### **How to Apply:**

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

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## Vacancy Announcement #26-089

Position: Office Manager  
(Non-exempt)  
Salary: Grade Level 25/0  
(\$35,572 per annum)

Program: Clinical Lab  
Location: Pine Ridge, So. Dak

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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

The Office Manager shall assist the director in the operation of the lab and office areas. Other duties include maintaining a clean, sterile work area for the testing of clientele. The Office Manager shall be under the direct supervision of the Clinical Lab Director. The Office Manager shall have supervisory duties over Compliance Technician staff.

### **Specific Duties:**

1. Prepare and submit requisitions for office and drug/ alcohol testing supplies.
2. Prepare and submit AP vouchers in a timely manner.
3. Maintain professional appearance at all times.
4. Maintain strict confidentiality at all times.
5. Present a friendly and professional attitude to clients and co-workers.
6. Clean and maintain lawn, restrooms, office, vehicle, and waiting areas.
7. Answer phones and fax necessary documents to employer representatives.
8. Maintain and update client databases.
9. Maintain cuff accounts of all budgetary line items.
10. Deliver test results to designated employee representatives.
11. Maintain and update all U.S. Department of Transportation (USDOT) employee files.
12. Update employee lists for USDOT random drug test selection.
13. Supervise Compliance Technician staff.
14. Serve as the liaison with drug and alcohol testing agents (Lab, MRO's office, third-party administrator).
15. Update OST non-DOT random database.
16. Maintain an inventory of all testing supplies and equipment.
17. Prepare statistics for monthly reporting purposes.
18. Observe clientele and complete necessary forms correctly for reasonable suspicion testing.

19. Perform UA, BAT, and hair follicle testing as needed (including after-hours).
20. Complete invoices and receipts correctly for all clientele.
21. Other job duties as assigned.

### **Requirements and Knowledge:**

1. Must observe CFR 42, Privacy Act, and HIPAA Regulations.
2. Maintain an alcohol and drug-free lifestyle.
3. Must become knowledgeable of the OST Drug Free Workplace Policy.
4. Must be computer literate with particular emphasis in MS Excel, MS Word, MS Access, as well as printer, scanner, fax machine, and copier.
5. Must be able to lift and carry 25 lbs.
6. Must become certified in USDOT and non-DOT collections within thirty (30) days of hire.
7. Must become certified to collect hair follicle samples within thirty (30) days of hire.
8. Must become certified as an Operator/ Calibrator and Breath Alcohol Technician within thirty (30) days of hire.
9. Must become certified in Reasonable Suspicion Observation and testing.
10. Must maintain an alcohol and drug-free lifestyle.
11. This position is identified as a "Testing Designated Position".

### **Qualifications:**

1. Minimum of H.S. Degree/ G.E.D. **required.** AA Degree **preferred.** Taking college courses to meet A.A. education preference required.
2. Must possess a valid driver's license.

### **How to Apply:**

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

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## Vacancy Announcement #26-090

Position: Community Health Representative (4)  
(Non-exempt)  
Salary: Grade Level 18/0  
(\$27,959 per annum)  
Program: Community Health Representative  
Location: Allen, So. Dak.  
Manderson, So. Dak.  
Pine Ridge, So. Dak.  
Porcupine, So. Dak.

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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

The Community Health Representative (CHR) will visit with Native American/Alaskan Native families to teach and demonstrate good health practices for all ages located on the Pine Ridge Reservation. The CHR will also assist Indian Health Services (IHS) and other medical staff with specialty clinics, health awareness workshops, and other health activities for all people. The CHR will be under the direct supervision of the Community Health Representative (CHR) Program Director.

### **Specific Duties:**

1. Assist families in home care for acute and chronically ill through teaching of First Aid, Home Nursing, and accepted health care practices.
2. Will encourage families to keep appointments especially for diabetes, kidney dialysis, tuberculosis, cardiac, etc.
3. Stress the importance of proper prenatal care and the importance of children's immunizations.
4. Explain the cause and effects of personal cleanliness and the relationships between good and poor hygiene and such afflictions as diarrhea, impetigo, scabies, pediculosis, head lice, and the proper treatment for such conditions. Encourage and promote better dental hygiene by encouraging routine dental check-ups.
5. Promote safety measures in the home for the prevention of accidents, and encourage better sanitation and sound environmental health practices.
6. Will be required to correctly code and complete CHR PCC reports on all health activities performed on a daily basis.
7. Will be required to complete data entry of all respective daily CHR PCCs into IHS RPMS Data Bank daily and submit daily scheduling

information to either CHR Secretary or CHR PCC Data Technician/Biller.

8. At times will be required to provide transportation services for dialysis patients and other patients when no viable transportation within household is available. This may require providing transportation services on weekends, after normal working hours, and during emergency or ambulatory scenarios.

### **Requirements and Knowledge:**

1. Required to take and successfully complete the Basic Community Health Representative training course, Cardio-Pulmonary Resuscitation (CPR), First Aid, Vital Sign Certification, Blood Glucose Monitoring Certification, Defensive Driving Course, and attend in-service training sessions and health workshops relevant to the Community Health Representative scope of work.
2. Required to obtain South Dakota certified CNA licensure for CMS and Privacy Insurers reimbursement claims for delivery of health care services.
3. This position is identified as a "Testing Designated Position".

### **Qualifications:**

1. Must be a high school graduate or have a GED.
2. Must own/possess a personal vehicle.
3. Must have a valid South Dakota driver's license.
4. Possess current liability 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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## Vacancy Announcement #26-091

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

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

Program: Department of Corrections  
**Justice Center**  
**Medicine Root Detention Center**

Location: Kyle & Pine Ridge, So. Dak.

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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### General Description of Duties:

Prepare three cooked meals each day for each prisoner incarcerated at the Corrections 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. Assignments are subject to change without notice. The Assistant Cook works under the direct supervision of the Food Service Supervisor with all security and safety issues governed by the Facility administrator and other ranking Correctional Staff.

### Specific Duties:

1. Coordinate preparation of all daily meals for inmates in 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 and juveniles.
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 the safety and security of the facility, public, staff, or inmates.
7. Plan menus for inmate meals, considering food quantities, recipes, preparation times, serving instructions, nutrition, 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 inspection of the kitchen.
12. Responsible for keeping personal life 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 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. Must be 19 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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## Vacancy Announcement #26-092

Position: Community Health Worker  
(Non-exempt)

Salary: Grade Level 24/0  
(\$34,369 per annum)

Program: Health Administration

Location: Pine Ridge, So. Dak.

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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

The Community Health Worker (CHW) works with individuals, families, and communities to improve health outcomes and access to services. The CHW serves as a bridge between community members and healthcare providers by providing outreach, education, referrals, advocacy, and support services while promoting culturally responsive care. The Community Health Worker is under the direct supervision of the Health Administrator/Director.

### **Specific Duties:**

1. Conduct outreach to community members and families.
2. Assist individuals in accessing healthcare, behavioral health, social services, and community resources.
3. Provide health education and wellness information.
4. Help clients schedule appointments and complete necessary paperwork.
5. Maintain client records and complete required documentation.
6. Participate in home visits, community events, and health promotion activities.
7. Assist with community assessments, surveys, and data collection
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. Ability to communicate effectively with community members both oral and written.

2. Must have basic computer knowledge and documentation skills.
3. Knowledge of community resources and services.
4. Ability to work independently and as part of a team.
5. Respect for Lakota culture, traditions, and values.
6. Strong interpersonal and organizational skills.
7. Support prevention and wellness initiatives.
8. Attend required trainings and staff meetings.
9. Must maintain strict confidentiality of client information.
10. Must have reliable transportation.
11. Knowledge of the Oglala Sioux Tribe and local communities.
12. Ability to pass a background check.

### **Qualifications:**

1. High School Diploma or GED.
2. Community Health Worker certification preferred, must obtain certification within six (6) months of hire.
3. Must have one (1) year of work experience working in healthcare, public health, social services, or community programs.
4. Valid driver's license.

### **How to Apply:**

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## Vacancy Announcement #26-093

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

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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### 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. Will manage and develop the 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, and 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 action plans for accomplishing goals in accordance with the tribal transportation plans and 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 Association of State and Highway Transportation Officials (AASHTO), the Community Transportation Association of America (CTAA), the Transportation Research Board (TRB), and the Intertribal Transportation Association (ITA).
9. Provide written monthly reports to the 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 Highway 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, financial report writing, budget modifications, 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:

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 #26-094**

Position: File Clerk/Receptionist  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)

Program: Utilities  
Location: Pine Ridge, So. Dak.

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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

The File Clerk/ Receptionist will process all secretarial work for the Utilities Office Staff and assist the Utilities Commission in their secretarial work. Will be responsible for all submission and administrative processes of Utilities Office documents to include planning, travel, training, payroll, filing, and finances. Work hours will be from 8:00 a.m. to 4:30 p.m., Monday through Friday, and overtime will be authorized only by the Utilities Director if the budget allows. The hours and days may be flexible for work required on weekends or for work not completed during regular work hours. The File Clerk/ Receptionist will work under the direct supervision of the Utilities Director and will also assist with the Administrative Assistant duties as needed. The File Clerk/Receptionist will be assigned the lead role in the supervision of office employees in the absence of the Office Manager and Utilities Director

### **Specific Duties:**

1. Provide all necessary information in all Utilities Office and Utilities Commission business.
2. Record and file all documents for the Utilities Office and Utilities Commission.
3. Provide administrative support in all administrative applications concerning the Utilities Office.
4. Assist in processing all bills concerning the Utilities Office and Utilities Commission.
5. File all client documents in appropriate client files and document accordingly.
6. Maintain forms and ensure that all necessary forms for client services such as assessment packets and releases of information are available. Follow required release of

information protocol and Confidentiality Rule (Public Law 42, CFR Part 2).

7. Perform all secretarial duties of the Utilities Office using independent judgment.
8. Coordinate and provide Utility information as needed to all districts and community members on the reservation upon request.
9. Perform any other related duties as required or assigned by the Utilities Director.

### **Requirements and Knowledge:**

1. Must possess knowledge of OST administrative processes and reservation utilities; and must be familiar with all reservation communities and districts.
2. Must possess good communication and writing skills.
3. Must be drug and alcohol free and agree to random testing.
4. Must be skilled in Microsoft Office (Word, Excel, and Power Point).
5. Must possess excellent work ethics.
6. Must have people skills and the ability to finish all paperwork applications.
7. Native American preference applies.
8. Must have functional computer/typing skills.

### **Qualifications:**

1. Must have a minimum of High School Diploma/GED Certificate required with a minimum of (2) years' work experience in related field.

### **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 #26-095

Position: Lead Electronics Technician II

Salary: Grade Level 38/0

(\$55,633.00 per annum)

Program: Water Maintenance & Conservation

Location: Pine Ridge, So. Dak.

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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### General Description of Duties:

The Lead Electronics Technician II serves as a technical specialist supervisor within the Facilities Management Division of the electronic system maintenance programs for OST Water Maintenance & Conservation and other project water delivery systems. Will perform analyses and make recommendations critical for maintaining operational reliability, ensuring continuous water deliveries, and preventing control system failures (which may cause facilities to be manually operated increasing time and costs incurred by reclamation and staffing). Will apply creativity and resourcefulness in completing assignments, and thoroughly and accurately assess complex problems resulting in well thought out solutions. Will review designs specifications, communication and system control studies, contracted construction, engineering phases of construction, contract administration, and supervise operation maintenance and repair of completed facilities including electrical motors and controls related to rural water systems. The Lead Electronics Technician II will be under the direct supervision of the OST Water Maintenance & Conservation Director.

### Specific Duties:

1. Assist in the operation and maintenance of the rural water system including troubleshooting electrical and control problems.
2. Work with the Federal Communications Commission (FCC) for UHF licensing updates.
3. Directly supervise, schedule, and train junior level electronics technicians.
4. Assist in contract negotiations with Western Area Power Administration and local Rural Electric Cooperatives.
5. Assist in reviewing the electrical sections of new construction specifications and inspecting contractor electrical work to ensure electrical installation is completed as specified in the contract.
6. Assist in providing direct technical support in project development and operation and maintenance of the supervisory control and data acquisition system for the Mni Wiconi Project. Will attend future supervisory control and data acquisition (SCADA) value engineering studies.
7. Provide general technical support in the planning, procurement, setup, and use of office computer systems including a local or wide area of network for computer communications.
8. Ensure completeness of repairs made on electronic equipment by the Electronics Tech I and the Pump Specialist I.
9. Follow all safety regulations and standards.
10. Perform duties around live electrical equipment and moving mechanical parts with special precautions.

11. Render decisions regarding the upgrade/replacement or purchase of scientific instrumentation, computing technology, and other related ancillary devices by conferring with faculty and administrators, discussing the purpose, performance parameters, cost and time constraints, reviewing specifications, maintenance requirements, versatility, and dependability, and providing an evaluation of brands and products available from vendors.
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. Must have a successful relationship with off-reservation contractors and vendors in maintenance and construction of the SCADA System.
2. Must have knowledge of three-phase power, electronic and electrical principles, mathematical formulae and equations, digital and analog circuit theory, and time and frequency relationships.
3. Must have knowledge of control systems and data collection operations and the ability to interpret applicable schematics, wiring diagrams, and symbolic charts.
4. Must have knowledge of troubleshooting techniques and repair methods for SCADA or electronic control systems that are used to control water treatment plant processes, rural water system components, and pumping plants.
5. Must have knowledge of equipment including solid state motor controllers, programmable logic controllers, transducers and instrumentations, communications equipment including buried cable, UHF radio and antenna systems, signal amplifiers, switching devices, signal interfaces, data converters, central processing units, memory, associated peripherals, electrical system protective devices, fiber optic equipment, and related test equipment.
6. Must have knowledge of SCADA systems consisting of off-the-shelf electronic units interfaced by uniquely designed circuits.
7. Must have skills in the operation of a wide range of electronic test equipment including oscilloscopes, frequency counters, power measuring devices, and current and voltage meters.
8. Must have knowledge to locate and procure the necessary components to maintain spare parts and repairs for SCADA systems and electronic control equipment.
9. Must have knowledge of equipment contained at water treatment plants, booster stations, and pumping plants to include electrical wiring, electric motors, ventilating equipment, air-conditioning, and metering pumps.
10. Must possess a high level of mechanical ability with an emphasis on precision high-speed equipment.

11. Must have a thorough knowledge of applicable safety procedures to work on and around live electrical wiring and equipment, large motors, high-pressure hydraulic lines, and moving mechanical parts such as wire cables and chain hoists as well as heavy equipment operation and maintenance.
12. Must have the ability to operate and learn a variety of computer software programs related to electronics and electrical maintenance activities and document preparation.
13. Must be able to maintain a professional relationship and communicate with the OST Water Treatment Plant and OST Coreline personnel.
14. Must be able to maintain the main units and all peripheral equipment consisting of digital, analog, and mechanical circuits, converters, video processors, pumps, and motors.
15. Must be able to analyze a variety of data and electromechanical processes.
16. Must be able to interpret printouts, isolate and repair individual sub-unit failures, and be able to install, maintain, and troubleshoot fiber optic equipment and related peripheral test equipment.
17. Must respond to changing priorities by adjusting personal schedules.
18. Must be able to complete complicated assignments with minimal supervision.

### Qualifications:

1. A minimum of a two (2) year Associate of Science Degree in Electronics **OR** two (2) year Technical Certificate from an accredited college, university or vocational school in the electronics technology field.
2. Minimum of fifteen (15) years' experience in an electronics technician field and general experience in electrical control systems.
3. Minimum of ten (10) years' experience in radio communications pertaining to SCADA Systems.
4. Minimum of ten (10) years' experience troubleshooting electronically controlled hydraulic components and their theory.
5. Possess a valid driver's license.

### How to Apply:

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

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## **RE-ADVERTISED**

### **Vacancy Announcement #26-006**

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: August 10, 2026

Closing Date: August 21, 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 #26-022**

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: August 10, 2026

Closing Date: August 21, 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 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 #26-031**

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: August 10, 2026  
Closing Date: August 21, 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 regimes for patients.
20. Initiate treatments, medications, and emergency and resuscitative measures based on appropriate utilization of standing orders and protocols.
21. Provide patient and family education to help patients understand and accept implications of care, diagnosis, and treatment, and document appropriately.
22. Operate equipment such as fetal heart monitors, physiological measurement monitors for colposcopies, LEEP, and cyro diagnostic equipment.
23. Document observations, nursing interventions, therapeutic measures administered, and patient responses to treatments.
24. Perform all duties of the Assistant or Health Unit Clerk in their absence.
25. Develop and maintain competencies in EHR/RPMS Medisoft programs.
26. Review all lab results and forward to appropriate providers per protocol.
27. Administer medications via oral, subcutaneous, intramuscular, Intradermal, or topical routes following the "5 rights" as ordered by provider.
28. Assist Health Unit Clerk in scheduling appointments for patients at outside health care facilities after determining eligibility or payment sources.
29. Perform point of care testing, including Urine HCGs, urine OB testing, urine long-dip, blood glucose, and Chole-stick.

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

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

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

#### **Qualifications:**

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

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

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

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## **RE-ADVERTISED**

### **Vacancy Announcement #26-034**

Position: Janitor/Maintenance  
(Non-exempt)  
Salary: Grade Level 14/0  
(\$24,365 per annum)  
Program: Transportation Department - FHA  
Location: Pine Ridge, So. Dak.  
Opening Date: August 10, 2026  
Closing Date: August 21, 2026

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

This position is under direct supervision of the OST DOT-Administrative Assistant. Janitor/Maintenance must keep buildings in a clean and orderly condition. Perform heavy cleaning duties such as: cleaning floors, washing walls and glass, and dusting furniture and light fixtures. Minor maintenance duties will include snow or debris removal from sidewalk. Will keep inventory of janitorial supplies and ensure safety of others while cleaning floors. The Janitor/Maintenance worker will provide assistance and support to the Construction and Road Maintenance staff as needed.

#### **Specific Duties:**

1. Sweep and mop floors of both buildings. Clean and dust all furniture as well as fixtures.
2. Gather and haul all trash to the trash bin.
3. Service, clean, and supply restrooms as needed.
4. Stock and maintain janitor supplies.
5. Follow procedures for the use of chemical cleaners in order to prevent damage to floors and fixtures.
6. Move office equipment/furniture and supplies either manually or with the use of a dolly.
7. Mow and trim lawns and shrubs using mowers and hand and power trimmers or riding lawn mower, and clear debris from grounds.
8. Remove snow from doorways and sidewalks with snow shovel and spread snow melting chemicals.
9. Set up, arrange, and remove decorations, tables, chairs, and ladders to prepare facilities for staff meetings.
10. Notify management of any minor repairs to heating, cooling, plumbing, and electrical systems.
11. Spray insecticides to prevent insect infestation or set traps to prevent rodent infestation.
12. Perform other duties as assigned.

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

1. Must be able to lift a minimum of 20lbs.
2. Must be punctual.
3. Must be willing to learn.
4. Must be able to work with co-workers from other departments within the program.
5. Must be able to pass a pre-employment drug/alcohol test.

#### **Qualifications:**

1. Must have a High School diploma or GED.

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

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

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## **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: August 10, 2026  
Closing Date: August 21, 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 #26-042**

Position: Cangleska Waoonspe Administrative Assistant  
(Non-exempt)

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

Program: Health Administration

Location: Pine Ridge, So. Dak.

Opening Date: August 10, 2026

Closing Date: August 21, 2026

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

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

#### **Specific Duties**

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

#### **Requirements and Knowledge**

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

#### **Qualifications**

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

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

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 #26-071**

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: August 10, 2026  
Closing Date: August 21, 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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## **RE-ADVERTISED**

### **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: August 10, 2026  
Closing Date: August 21, 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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## **RE-ADVERTISED**

### **Vacancy Announcement #26-084**

Position: Outreach Worker (2)  
(Non-exempt)  
Salary: Grade Level 19/0  
(\$28,938 per annum)  
Program: Special Education Services  
Location: Pine Ridge, So. Dak.  
Opening Date: August 10, 2026  
Closing Date: August 21, 2026  
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#### **General Description of Duties:**

The Outreach Worker will be responsible for reservation-wide screening of children ages birth to five years old. The Outreach Worker will work with other service providers on the Pine Ridge Reservation in the performance of the assigned duties. The Outreach Worker will be under the direct supervision of the Special Education Director

#### **Specific Duties:**

1. Perform Child Find and screening activities in designated areas on the reservation with other program personnel to include Early Head Start Centers and homes.
2. Visit each Head Start Center and \designated areas in all communities' reservation wide on a weekly basis for tracking purposes.
3. Work with a number of local agencies in setting up screening activities.
4. Maintain daily logs of all activities, as well as daily activity reports, for submission to the Director on a daily basis.
5. Do follow-up visits w/children and families, as needed, after they qualify and start receiving services from the program. Check on them as directed by the coordinator, contracted staff, or Director to ensure attendance and that services are being carried out and met.
6. Will assist and take part in all parent training activities.
7. Will assist families and may transport clients for specialized services to the designated sites as needed for services provided by the program or contracted staff.
8. Assist in setting up and participating in screening activities, including health fairs and other promotional activities held throughout the reservation to create awareness of the program and Child Find.
9. Written daily activity reports are a requirement in addition to other reports required by the program
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 as assigned by Director.

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

1. Must be willing to get certified to administer any screening used within the scope of the Special Education Services Program
2. Must be motivated to work with minimal supervision after initial instruction from the Director and Coordinator.
3. Must have knowledge of Public Law 105-17 and Public Law 94-142.
4. Must have knowledge of Microsoft Word/Excel and have impeccable writing skills to prepare written statistical and narrative reports on progress and accomplishments.
5. Must have impeccable work ethics, be reliable, be able to relate to people in a positive manner and maintain confidentiality of clientele.
6. Outreach Worker will ensure training and/or certification is in compliance with performance standards
7. Must have knowledge of the cultural, social, and economic background of the population served.
8. Must have the ability to search for resources not readily available.
9. This position is identified as a "Testing Designated Position".

#### **Qualifications:**

1. Associate of Arts Degree in the education field preferred, 60 earned college credit hours required and two (2) years' experience working with children OR Child Development Associate Certification (CDA) and two (2) years' work experience with children.
2. 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. 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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