

Santee Sioux Nation

TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES
SIDNEY A. TUTTLE, SR. HRD

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Andrea McBride
Hobu Creek Dist. Rep.: Byron Tuttle
Howe Creek Dist. Rep.: Carrie Rouillard



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Santee Dist. Rep.: Linda Whipple
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position: SSN CFS Worker (2 Positions)
Department: SSN Dakota Tiwahe Service Unit (Social Services)
Supervisor: SSN DSTU Director
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: NO
Salary: \$16.50 - \$18.50 Starting (DOQ)
Posted: 09/02/2024-09/16/2024

GENERAL OVERVIEW:

Job Summary:

The Dakota Tiwahe Service Unit is a tribally operated social services entity on the Santee Sioux Nation Reservation. We are seeking 2 Child and Family Service Specialists to assist us with our Children and Family Service (CFS) unit.

DUTIES AND RESPONSIBILITIES:

- 1. Provides case management for client(s) families**
 - . Develop case plans regarding need
 - . Provides progress reports/ narratives
 - . Provides placement recommendations
 - . Assists/Does background checks when required
 - . Hosts/attends family team meetings
 - . Does home visits
 - . Addresses client(s) concerns regarding personal, financial and educational
- 2. Provides court advocacy**
 - . Monitor court cases
 - . Attend hearings
 - . Provides case information, gives recommendation etc. to Santee Sioux Nation Tribal court case affiliated persons
- 3. Ensures office duties are being met**
 - . Setup/attend case staffing meetings with applicable programs
 - . Maintain filing system for cases etc.
 - . Operate online systems used by specific courts and program unit
 - . Attends required and/or relevant trainings, conferences, and meetings
 - . Must understand Santee Sioux Nation Tribal codes, policies, and court proceedings

- Perform other job duties per Executive Director, Assistant Director when required

Key Skills & Attributes

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles. Practice cultural humility in work with tribal people, families and communities
- Dependable and punctual.
- Excellent time management skills.
- Highly organized and detail oriented.
- Respect for confidentiality and adherence to proper protocols for handling sensitive information
- Strong interpersonal skills and the ability to build relationships.
- Must be willing to travel for training.

Standard of Performance:

- Attend mandated training and obtain required certifications
- Perform high quality work
- Show initiative and dependability on the job
- Maintain client confidentiality

Conditions of Employment:

1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation, Complete an Initial Drug Test
2. Have a Valid Driver License

Program Specific Qualifications Required: (KSA) (PREFERRED QUALIFICATIONS)

- **Must** have an Associate Degree in the health and/or human services field or related field (if a related field, will be asked to explain relevancy).
- **Prefer** a bachelor degree in health and/or human services field or related field (if a related field, will be asked to explain relevancy).
- **Must** demonstrate the ability to utilize computer software (Excel, Word, Publisher, and PowerPoint) due the need of the program. Monthly reports, quarterly reports, and Data related documents have to be created.
- **Must** have a valid driver's license.

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation
- Minimum four-year college degree or professional and community experience; and one year of professional work experience strongly "preferred", but "not required."
- Experience working with American Indians and/or Alaska Natives.
- Demonstrated knowledge and experience in using technology/social networking as a positive community outreach and awareness tool.
- Demonstrated leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Ability to work effectively both independently and as part of a team.
- Competency in Microsoft Word, Excel and PowerPoint.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.

- Must be self-motivated and show initiative in working without close direct supervision.
- Subject to Motor Vehicle and Criminal Background checks.

SSN Benefit Package:

- **Weekly PTO Accrual, “beginning” at 4 hours per week**
- **401(k) Opportunity, 3% Match**
- **Health Insurance - FEHB, Health Care Benefit Option**
- **Educational Leave Program for the Nebraska Indian Community College**
- **Paid Holidays, including Tribal observances**
- **Qualifying Retention Bonus’s**
- **Qualifying Bereavement Leave**
- **Professional Development Opportunities**
- **In-house Savings plan (financial support)**

EMPLOYMENT CONDITIONS: The Personnel Policies and Procedures of the Santee Sioux Nation apply to all employees. The position is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening and a successful evaluation. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

INDIAN PREFERENCE ACT: Preference in hiring given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming, “Indian Preference” Must submit, along with their application, verification of enrollment of their spouse in Federally Recognized Tribe Indian.

VETERAN’S PREFERENCE: Preference in hiring is giving to qualified Veterans who have served in our Armed Forces and have been honorably discharged. Applicants claiming, “Veteran’s Preference” Must submit, along with their application, a copy of their DD214. Active National Guard members must submit a copy of their Military Identification.

Special Employment Conditions:

1. Satisfactory results of extensive background checks- personnel are required to submit to initial and yearly background checks throughout their employment. This includes checks with the State registers (Child and Adults Abuse) and criminal history check with the State patrol, and Federal Bureau of Investigations.
2. Retain a valid driver’s license and satisfactory driving record- personnel are at times required to use their personal or government vehicle. Current copies of a driver’s license and personal vehicle insurance must be maintained on file with the manager & Office of Human Resources.
3. Satisfactory results of initial and random drug testing- personnel are required to submit to initial drug testing within one week of their hire dates and are subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

APPLICATION INSTRUCTIONS:

****YOU MAY PICK UP AN APPLICATION AT ANY TRIBAL PROGRAM OR AT THE TRIBAL ADMINISTRATION BUILDING, DAVID FRAZIER BUILDING.**

****ONLINE: YOU CAN GO TO WWW.SANTEESIOUXNATION.COM AND DOWNLOAD AN APPLICATION.**

APPLICATION PROCEDURES:

***2 forms of identification**

***Current working contact number**

***Completed application (partially completed not accepted)**

***Release of Information form completed**


Submit applications and resumes to the following address:


Santee Sioux Nation, Office of Human Resources

Attention: Sidney A. Tuttle, Sr., HRD

425 Frazier Ave. N. Suite 2

Niobrara, NE 68760-7219



APPROVED

DATE