

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.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position: COMMUNITY HEALTH REPRESENTATIVE (CHR)
Department: SSN HEALTH CENTER
Supervisor: CHR PROGRAM DIRECTOR
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: NO
Salary: \$15.00/HR
Posted: 11/12/2025 (*closes 11/26/2025 @ 4:00 p.m.)

GENERAL OVERVIEW:

Job Summary: The CHR program, provides assistance with transportation to and from Dr. Appointments, and assists with minimum checkups and other assisted needs as it relates to their scope. The CHR program consists of providing home visits, assisting other departments with appointments and other needs necessary. The CHR's duties and responsibilities include activities designed to help members of the Santee Community meet their health care needs by prompting health education.

DUTIES AND RESPONSIBILITIES:

- Serve as an aide to clientele.
- Must be available to work irregular hours and weekends when assigned by the supervisor.
- Must be available for occasional travel.
- Must be able to successfully pass CPR/First Aid training and CHR Basic Training.
- Must have interpersonal skills and demonstrate professionalism and diplomacy.
- Must articulate high regard for the well being of clientele.
- Must not have any weight lifting restrictions and able to assist clients when needed in safe manner.
- Will provide and coordinate health promotion and health education activities.
- Will assist in individual or group disease screening activities.
- Help develop or update a patient care plan in conjunction with the patient(s) medical personnel and other agencies.
- Monitor patients status through contacts via home visits, and home calls.
- Serve as patients advocate by assisting with items such as arranging appointments, etc.
- Identify emergency situations, notify appropriate emergency personnel.

- Provide basic first-aid care to patients upon initial contact.
- Properly document activities on the health care system. Also, submit monthly statistical and narrative reports.
- Conduct Administrative support functions for the office.
- Other job related duties as assigned by the Director.

Key Skills & Attributes

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles.
- 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
- Maintain good relationships
- Show initiative and dependability on the job
- Maintain client confidentiality
- Practice cultural humility in work with tribal people, families and communities

Conditions of Employment:

1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation
2. Complete an Initial Drug Test
3. Have a Valid Driver License
4. While performing the essential functions of this position the employee must be able to assist patients either in health facilities, vehicles or other areas. The employee must be able to transport patients with a referral.
5. In accordance to Santee Health and Wellness Center policy the selectee is required to submit to a pre-employment physical examination and current on immunizations. Copies of the medical exam clearance shall be submitted to the Administrative Officer prior to his or her start date.
6. Selectee is required submit to pre-employment drug testing.
7. Selectee is required to submit to finger printing for investigative background purposes. Under PL 101-630 Indian Child and Family Violence Protection Act persons who have been arrested for or charged with a crime involving a child or violent crime against a person, are not eligible for employment with the Santee Health and Wellness Center.
8. All licensed or certified SHWC staff are required to update their clinical skills through continuing medical education courses. Failure to meet licensing and certification

requirements or allowing licenses or certifications to lapse will result in immediate termination.

Program Specific Qualifications Required: (KSA)

- Associate degree, or other experience: OR High school graduate with a minimum of 2 years of experience working in health or other appropriate organization is required.
- Knowledge and understanding of common health problems that effect Native Americans.
- Knowledge of health education and prevention activities designed to promote a healthy wellbeing and lifestyle for Native Americans.
- Knowledge and skills sufficient to accomplish tasks following specific procedures, practices, and priorities.
- Ability to provide technical direction and coordination in the area of information dissemination and record management.
- Knowledge of local services including social service agencies, medical service providers, and Tribal, County, and Federal programs.
- Ability to use and understand medical terminology and the medical system.
- Demonstrated ability to work well with diverse groups of varying age groups and socioeconomic backgrounds.
- Ability to communicate orally and in writing including the ability to operate Microsoft Office Suites and other software programs.
- Must be responsible, dependable, and maintain strict confidentiality.
- Must have a valid driver license and be insurable by the Santee Sioux Nation. Must comply with annual driver license review and insurability standards.

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.
- 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.
- Ability to learn fast and solve unique challenges.
- Competency in Microsoft Word, Excel and PowerPoint.
- Technical skills in online technology such as G Suite, Zoom, etc.
- Knowledge in digital file management such as Google Drive, Dropbox, etc.
- Must be self-motivated and show initiative in working without close direct supervision.
- Ability to maintain confidentiality.
- Must have a valid driver's license and be insurable.
- Subject to Motor Vehicle and Criminal Background checks.
- Drug free. Drug testing required.

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)

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 an extensive background checks- personal are required to submit to an 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.

DISCLAIMER: THE INFORMATION ON THIS JOB DESCRIPTION HAS BEEN DESIGNED TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMANCE BY EMPLOYEES IN THIS POSITION. IT IS NOT DESIGNED TO CONTAIN, OR BE INTERPRETED AS, A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF EMPLOYEES HIRED FOR THIS POSITION. EMPLOYEES MAY BE ASKED TO PERFORM OTHER DUTIES AS NEEDED.

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:

***3 forms of identification (State ID, Tribal ID and Social Security Card)**

***Current working contact number**

***MAILING ADDRESS**

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

***Release of Information form completed**

***Full Resume**

***Letter of Intent**

***Reference letters, 3 professional and 2 personal references**

***Tribal enrollment verification (*if claiming Indian Preference)**

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



11/12/2025

APPROVED

DATE