

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



425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2367
Santee Dist. Rep.: Vietta Swalley
Bazile Creek Dist. Rep.: Sandra Henry

VACANCY ANNOUNCEMENT

Position: Security Officer/Housekeeper (Second Shift)
Department: SSN-Santee Health & Wellness Center
Supervisor: Security Supervisor
Classification: NON-EXEMPT
Status: FTE 40 HOURS PER WEEK, PERMANENT
Supervisory: No
Salary: \$14.00-\$16.00
Posted: 03/27/2026-04/10/2026

GENERAL OVERVIEW:

Job Summary: This Position performs general duties to ensure the security of the Santee Health & Wellness Center premises and protect the facilities, equipment, and the general safety/welfare of all people within these areas. This position will also be required to perform housekeeping duties as assigned and other tasks as in support for the Santee Health & Wellness Center as instructed by Security Supervisor.

DUTIES AND RESPONSIBILITIES:

- Coordinates and assists with local law enforcement and public safety agencies' personnel to provide necessary security services.
- Provides information and assistance to people with questions or complaints; provides assistance and/or refers to proper people, office or agency.
- Maintains accurate records and reports documenting events and actions occurring during their shifts.
- Primary responsibility is to protect the people/facilities/equipment, observe events during shift, report in writing events occurring while on duty and assist with law enforcement officer as requested.
- Operate various mechanized leaning equipment, such as vacuums, polishers, buffers, etc.
- Maintain facility in a sanitary and infection-free condition through washing, cleaning and replacement of equipment and furnishings.
- Responsible for disposal of trash, waste, and other disposable materials.
- Must handle various cleaning solvents, chemicals and comply with all regulations such as OSHA, EPA, State Health Dept., etc.

- Damp dust furniture, light fixtures, windowsills, etc.
- Wet mop floors in all restrooms, and tile covered floors, daily. Damp mop all corridor Wet mop floors, lobby, and other daily tasks.
- Clean wash basins, mirrors, commodes, tubs, and showers daily.
- Check all vacant rooms daily to keep fresh.
- Clean all air vents.
- Report any needed repairs immediately to supervisor (such as leaky faucets or toilets, loose tiles, broken windowpanes, missing nuts or screws, etc.)
- Wash windows as scheduled by supervisor.
- Completely strip and recoat all floor areas when necessary and as scheduled by supervisor.
- Use Safety precautions in all housekeeping services.
- Assist with special projects.
- Travel, as required to obtain appropriate training and credentials for the position.
- Perform all job-related duties as assigned.

EDUCATION and/or EXPERIENCE:

- Prefer AA Degree, or equivalent technical school, or six months to one-year related experience and/or training, or combination of education and experience;
- At a minimum shall possess a High School Diploma or General Education Degree (GED), one to three months related experience and/or training, or equivalent combination of education and experience.

CERTIFICATES, LICENCES AND REGISTRATION:

- Must possess a valid Motor Vehicle Operator’s license from Nebraska, or another state, and must be insurable.
- Other Certificates and licenses as assigned.

Key Skills & Qualifications

- Police or Security experience is a plus.
- Must not have any convictions of an assault-felony, breaking-entering-burglary, trespassing, disorderly conduct, drug offense-felony or gross misdemeanor, drug offense misdemeanor, failure to pay child support, homicide, theft of all levels, other considered criminal misdemeanors.
- The candidate must also have the following abilities:
 - Ability to perform duties under minimum supervision.
 - Ability to take a special interest in work-related activities without prompting, such that the normal expectations of the job are exceeded.
 - Ability to identify and make logical decisions.
 - Ability to complete work assignments and reports in a timely and efficient manner.
 - Ability to operate a motor vehicle in all weather conditions (i.e. snow, ice, rain, fog etc.) and to replace necessary fluids which include gasoline, oil and windshield washer solution.

- Ability to speak effectively and articulately, to demonstrate good listening skills, and to convey concern, understanding, and empathy.
- Ability to remain calm and work effectively in stressful situations.
- Ability to effectively communicate with the community, criminal justice personnel, and other agencies or provider personnel.
- Ability to apply common sense and make logical decisions in dealing with high-pressure situations.

Standard of Performance:

- Attend mandated training and obtain required certifications
 - Perform high quality work
 - Show initiative and dependability on the job
 - Maintain client confidentiality
1. Adhere to the Drug and Alcohol policies of the Santee Sioux Nation, Complete an Initial Drug Test
 2. Have a Valid Driver 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 a non-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. And submit all pre, during or post drug, alcohol and physical testing, passed by a physician.

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.
4. If it is determined a selectee made false statements or provided false information in their application, during any part of the application process the selectee will be immediately terminated and or fined for falsification of records.

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



03/27/2026

APPROVED

DATE

***For detailed information, please contact:**

Mike Henry, Executive Director of the SHWC

Or, Justin Kitto, AO of the SHWC

Phone: (402)857-2300