

# 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**  
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**Santee Dist. Rep.: Vietta Swalley**  
**Bazile Creek Dist. Rep.: Sandra Henry**

## VACANCY ANNOUNCEMENT

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**Position:** Domestic Violence Coordinator  
**Department:** SSN-DTSU (Dakota Tiwahe Service Unit)  
**Supervisor:** DTSU Executive Director  
**Classification:** NON-EXEMPT  
**Status:** FTE 40 HOURS PER WEEK, PERMANENT  
**Supervisory:** No  
**Salary:** \$23.00-\$25.00  
**Posted:** 03/30/2026-04/10/2026

### 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 1 Coordinator to support our program and provide services. The Domestic Violence coordinator provides comprehensive support, safety planning, and advocacy for survivors while managing partnerships with law enforcement, courts, and community organizations. They facilitate crisis response, develop prevention programs, train staff/volunteers, and ensure victims have access to legal, shelter, and medical resources. All other duties as assigned or requested by the Executive Director and/or Tribal Admin.

### DUTIES AND RESPONSIBILITIES:

- 1. Provides case management for client(s) families**
  - a. Develop safety plans/goal plans as needed
  - b. Support personal, financial situations as needed
  - c. Gather all necessary forms from clients needed to utilize the dv program
- 2. Provides court advocacy**
  - a. Assists with protection order forms
  - b. Attends protection order court when necessary
- 3. Ensure office duties are being met**
  - a. Maintain a client filing system
  - b. Operate online systems used by specific courts and program unit
  - c. Attend or Host Domestic Violence, Sexual Assault, Teen Dating Violence, Human Trafficking, Family Violence, Murdered Missing Indigenous Relative trainings, conferences, groups, or activities.

- d. Must understand Santee Sioux Nation Tribal codes, policies, and court proceedings
- e. Document and submit all required data, narratives and fiscal reports needed to maintain funding
- f. Perform other job duties per Executive Director when required

### **Core Responsibilities**

- **Case Management & Advocacy:** Conduct client intakes, create safety plans, and provide direct crisis counseling and legal advocacy (e.g., protection orders).
- **System Collaboration:** Act as a liaison between victims, police departments, prosecutors, and courts to coordinate services and ensure victim-centered outcomes.
- **Program Coordination:** Develop and implement outreach strategies, support groups, and response teams (e.g., DVRT or SART).
- **Training & Education:** Train volunteers and staff, and conduct community awareness campaigns to educate on domestic violence issues.
- **Grant & Data Management:** Oversee grant deliverables, maintain case statistics, and compile data to report on program effectiveness. Maintain reports for the Executive Director to review at any time.

### **QUALIFICATIONS:**

1. **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).
2. **Prefer** a bachelor degree in health and/or human services field or related field (if a related field, will be asked to explain relevancy).
3. **Must** demonstrate the ability to utilize computer software (Excel, Word, Publisher, and Power Point) due the need of the program. Monthly reports, quarterly reports, and Data related documents have to be created.
4. **Must** have a valid driver's license.

### **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**

- 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. Failure to provide truthful information shall disqualify you for this position and/or be terminated for new charges at any later date, in accordance to our tribal code of conducts and ethics standards.

- 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 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.**

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**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](http://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**



03/30/2026

**APPROVED**

**DATE**

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

**Danielle LaPointe, Executive Director, DTSU**

**Phone: (402)857-2342**