

Santee Sioux Nation

Tribal Administration Office of Human Resources

Chairman: Roger Trudell
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
Secretary: Stuart Redwing



425 Frazier Ave. N. Suite 2
Niobrara, NE 68760-7219
Phone: (402) 857-2302
Fax: (402) 857-2307

Vacancy Announcement

Position: Human Resource Director
Department: Santee Sioux Nation
Supervisor: Chief Executive Officer/SSN Chairman
Salary: Dependent on Qualifications
Status: 40 Hours Per Week
Supervisory: Yes
Open/Close: June 20, 2022-Open Until Filled

General Overview:

Job Summary: The Human Resource Director serves directly in the Tribal Office for the Santee Sioux Nation. The HR Office will manage all Tribal Government Programs within the Santee Sioux Nation. This position specifically serves in the capacity as the Human Resource Director which will provide guidance on Human Resource procedures to all of the tribe's Government Programs and employees. This position serves in mostly clerical and organizing aspects with some supervision.

Relationship, Responsibility, and Duties:

1. Executes support of direct employment procedures for Tribal Programs. Employees and Administration.
2. Maintain the Human Resource Policy and procedures and recommend updates when needed.
3. Maintain good communication with Tribal Programs, Managers, employees and clientele.
4. Organize a filing system for the Human Resource Program.
5. Update Tribal Human Resource Policy to present for approval at the Tribal Council.
6. Maintain strict confidentiality at all times.
7. Individual training and development shall be provided for employees as needed to perform duties.
8. Establish and maintain contact with Tribal entities, Chief Executive Officer, Finance Manager. and tribal officials to assure cooperation and assistance or help answer and resolve personnel or procedural matters.
9. Provide leadership and training to departments/employees with the CEO & the Finance Manager.
10. Prepare required documentation for case records including narratives and correspondences.
11. Develop and maintain program data collection system and or registry.
12. Prepare Monthly human resource reports.
13. Able to perform other duties as assigned.

Standard of Performance:

- Perform high quality work
- Maintain a good relationship with staff
- Show initiative and dependability on the job
- Keep files update and in a chronological order
- Maintain complete confidentiality regarding employee files
- Must have the ability to communicate effectively both orally and in written form
- Shall attend mandated training/management as required

Qualifications:

- Bachelor's Degree and/or qualified work experience.
- An interest in and knowledge of issues related to Human Resources
- Dedication to the goals of the Santee Sioux Nation
- Ability to work sensitively with Employees and Clientele
- Ability to work independently, as well as with staff and volunteers
- Must be self-motivated, and show initiative in working without close direct supervision.
- Ability to maintain confidentiality
- Maturity, honesty, and a non-judgmental attitude
- Ability to remain calm in crisis situations
- Must have a valid drivers license and be insurable
- Subject to extensive Motor Vehicle and Criminal Background checks
- Alcohol and Drug testing required
- Travel required

Indian Preference act; (BIA Form – 4432)

Preference in hiring is given to qualified Native Americans in accordance with the Indian Preference Act. Applicants claiming Indian Preference must submit verification of Indian Certification by tribe of affiliation or other acceptable documentation of Indian Heritage.

Veteran's Preference Act: (Form SF15 – GSA)

Veteran's preference also applies to all applicants who have served in the Military & Honorable discharged (Proof Needed).

Application Procedures:

Submit applications and resumes to the following address:

Santee Sioux Nation, Office of Human Resources
Attention: Dan RedOwl CEO
425 Frazier Ave. N. Suite 2
Niobrara Ne. 68760-7219
402 857 2302

Special Employment Conditions: Continues employment with the Santee Sioux Nation is conditional on the following:

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

Thank you, should you have any other questions, comments, or concerns, please contact me directly at (402) 857-2302 or email: danny.redowl@ssndakota.com

**Dan RedOwl,
Chief Executive Officer.
Santee Sioux Nation**