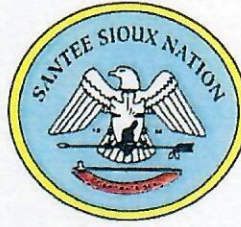


# Santee Sioux Nation

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

## POSITION DESCRIPTION

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**Position:** EDUCATION & HEALTH / DISABILITIES MANAGER  
**Department:** SSN-HEADSTART PROGRAM  
**Supervisor:** HEADSTART DIRECTOR  
**Classification:** NON-EXEMPT  
**Status:** FTE 40 HOURS PER WEEK, PERMANENT  
**Supervisory:** NO  
**Salary:** (DOQ) \$17.00 - \$26.00/HR  
**Posted:** 04/03/2024 (\*Open until filled)

### GENERAL OVERVIEW:

#### **Job Summary:**

The Manager will promote the school readiness of Head Start's children by providing technical assistance, mentoring, coaching, and training to the teaching staff. The planning of children's readiness to learn involves culturally responsive, integrate service delivery of child development, disabilities and mental health that supports learning environments to enhance children's cognitive, social & emotional development, and promote children's growth in language, literacy, mathematics, science, social & emotional, creative arts, physical development, and approaches to learning. Participate in the annual community assessment, annual self-assessment, Program Improvement Plans, Monthly monitoring Report and Program Information Report. Assist Director with planning training and Pre Inservice and assist with obtaining in-kind to comply with grant's non-federal share match. Ability to learn and use datatracking system, Childplus.

The managers primary responsibility is to assure high quality services to Head Start children and families by identifying children who may have a disability, assuring appropriate intervention and services. Implement and evaluate comprehensive programs for children with disabilities and their families.

### DUTIES AND RESPONSIBILITIES:

- Ensure that each child receives an annual physical examination, including a hematocrit/hemoglobin and a dental examination
- Ensure that each family identifies a medical and dental home before exiting the program



- Assist parents in completing necessary follow-up health care
- Perform, monitor and record required health screenings on each child
- Inform parents of any health-related testing and test results
- Monitor each child's immunizations and when requested send a yearly report to the Nebraska Health Department
- Responsible to set up and organize the Health Advisory Committee meetings three times per year
- Responsible for bi-weekly head checks for nits and lice notifying parents and sending home shampoo
- Assist with Head Start registration and enrollment
- Input Health data into ChildPlus

### **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. 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.
5. Selectee is required submit to pre-employment drug testing.
6. 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.
7. 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)**

- Bachelor Degree preferred, Minimum AA Degree in Early Childhood Education or Equivalent.
- 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 the 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,” not required in some cases.
- 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 Match
- 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

**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.

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**APPLICATION PROCEDURE:** (Submit application(s) and/or resume to the following address)

**\*\*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:**

- \*2 forms of identification**
- \*Current working contact number**
- \*Completed application (partially completed not accepted)**
- \*Release of Information form completed**

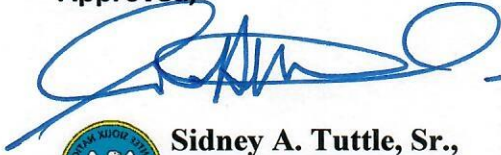
Submit applications and resumes to the following address:

**Santee Sioux Nation, Office of Human Resources  
Attention: Sidney A. Tuttle, Sr., HRD  
425 Frazier Ave. N. Suite 2  
Niobrara, NE 68760-7219**

OR EMAIL; application(s) and/or resume to: [Sidney.tuttle@ssndakota.com](mailto:Sidney.tuttle@ssndakota.com)

For the application process, you can call **402-857-2302**, with any questions or concerns.

Approved,



**Sidney A. Tuttle, Sr.,  
Human Resource Director  
Santee Sioux Nation**

4/3/24  
Date