

# Santee Sioux Nation

## TRIBAL ADMINISTRATION / OFFICE OF HUMAN RESOURCES SIDNEY A. TUTTLE, SR. HRD

**Chairman: Alonzo Denney**

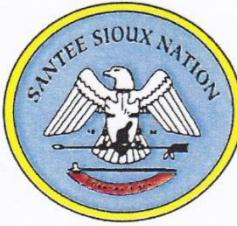
**Vice-Chairman: Kameron Runnels**

**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:**

**Warehouse Technician**

**Department:**

**USDA/Santee Sioux Nation Food Distribution Program**

**Supervisor:**

**Food Distribution Program Director**

**Classification:**

**NON-EXEMPT**

**Status:**

**FTE 40 HOURS PER WEEK, PERMANENT**

**Supervisory:**

**No**

**Salary:**

**D.O.E.**

**Posted:**

**02/06/2026 - 02/20/2026**

### General Overview

**Job Summary:** The Warehouse Technician will be responsible for assisting the Program Director, Certification Specialist and Warehouse Coordinator as needed.

### DUTIES AND RESPONSIBILITIES:

1. Receives, unloads, stacks, and completes inventory on incoming shipments. Manually counts all inventory received.
2. Assists with inventory counts following daily, weekly, and monthly distribution schedules.
3. Maintains damaged product count on the appropriate form daily.
4. Clean facility, document in logs and keep shelves stocked.
5. Pre-weigh and bag all fresh produce items before distribution to participants.
6. Assist clients with carrying and loading commodities into vehicles.
7. Reports all warehouse repairs and maintenance needs to the Program Director or Certification Specialist.
8. Keep the food stacked in an orderly manner as to USDA Regulations.
9. Assist Certification Specialist and Warehouse Coordinator by issuing clients orders on Sygnal system as needed.
10. Assist with answering phone calls, take messages, and forward to the appropriate personnel.
11. Willing to learn new skills when the opportunity is granted.
12. Treat participants in a respectful non-judgmental manner.
13. Maintains strict confidentiality on all participant services.
14. Complete all other duties assigned by the Program Director.
15. Must be able to deliver food throughout Knox County, Nebraska.

## **Working Environment and Physical Demands**

Typical work in a warehouse environment. Unload trucks of food, organize and stack inventory. Physical activities include walking, kneeling, carrying, up to 50 pounds for extended periods of time. Provide a confidential environment for participants. Standing for an extended period of time. Generating reports on a monthly basis through Sygnal for submittal to USDA. Deliver food to clients living throughout Knox County, Nebraska.

## **Program Specific Qualifications Required:**

- Must possess a valid Driver's License!!
- Education: High School Diploma and/or GED required
- Must be able to lift 50lbs repetitively.
- Good communication skills
- Forklift Certification (can be obtained on the job)
- Basic Math, typing and computer skills
- Basic knowledge of warehousing for food storage
- Appropriate foot protection and clothing suitable to warehouse conditions.
- Must be able to clean daily and provide a clean Food Distribution Facility.
- 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.

## **Key Skills & Attributes:**

- Ability to prioritize competing tasks efficiently and meet deadlines.
- Cultural sensitivity to and experience with Dakota culture, values, language and lifestyles. Practice cultural humility in work with tribal people, families and communities.
- 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.
- I must be willing to travel for training.

## **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 Preferred Qualifications:**

- Dedication to the goals of the Santee Sioux Nation
- Minimum 4-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, Teams, 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. Adhere to the SSN Drug Free Workplace Act.

**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 Bonuses.
- 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 an exempt "standard hour" position. All offers of employment are contingent on the successful completion of 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.

**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 given 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 copy of driver's license and personal vehicle insurance must be maintained on file with 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 date and subject to the Santee Sioux Nation Drug-Free Workplace Policy Act and random drug testing throughout their employment.

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**EOE:** The Santee Sioux Nation is an Equal Opportunity Employer.

**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**

Approved:



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

**02/06/2026**

**Date**