

Santee Sioux Nation

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

Chairman: Alonzo Denney
Vice-Chairman: Kameron Runnels
Treasurer: David Henry
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Howe Creek Dist. Rep.: Carrie Rouillard



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VACANCY ANNOUNCEMENT (General Announcement)

Position: SSN WIC Director
Department: Santee WIC Department
Supervisor: SSN-CEO
Classification: Full-time
Salary: (DOQ)
Posted: February 27, 2026 – March 13, 2026

GENERAL OVERVIEW:

Job Summary: The WIC Director manages all aspects of the Women, Infants, and Children (WIC) program, ensuring compliance with federal and state regulations, managing budgets, and overseeing staff to provide nutritional services, counseling, and referrals to eligible participants. Key responsibilities include strategic planning, program evaluation, community outreach, and personnel. The WIC Director is responsible for the day-to-day management of the program and other duties as assigned.

PROFESSIONAL REQUIREMENTS AND RESPONSIBILITIES:

DUTIES AND RESPONSIBILITIES: (General)

- **Program Management & Compliance:** Develops and implements operational policies, procedures, and goals to meet WIC regulatory standards. Manages contracts and monitors compliance with grant specifications.
- **Strategic Planning:** Develop and execute strategic plans and initiatives, often in consultation with the Santee Health Center and other departments within the Santee Sioux Nation.
- **Financial management:** Manage the annual budget, forecast revenue, control expenses, gain approval for expenses through tribal administration, and oversee financial performance and reporting to ensure funding security.
- **Regulatory compliance:** Ensure all operations comply with tribal, federal, and state regulations and maintain internal controls to protect assets and enforce policies.
- **Guest and employee relations:** Maintain high standards of guest service, address client complaints, and foster a professional and positive work environment for staff and other partnering tribal departments.

- **Operations oversight:** Direct daily operations, monitor performance, and implement strategies to improve efficiency and productivity.
- **Stakeholder relations:** Serve as the primary liaison with federal and state agencies, and other relevant agencies, including tribal membership.
- **Staff Supervision:** Hires, trains, and evaluates nutrition staff, clerks, and breastfeeding support staff.
- **Clinical Leadership:** Ensures quality nutrition education, assessments, and breastfeeding promotion services are provided to clients.
- **Community & Agency Liaison:** Acts as the primary contact with state/federal agencies, local clinics, and community organizations.
- **Quality Improvement:** Uses data and reporting to analyze program effectiveness and implement improvements.

Skills, Abilities, and other Qualifications (Summarized, expanded version can be provided)

- **Education:** Bachelor’s or Mastre’s degree in Nutrition, Dietetics, Public Health, or a related field (Registered Dietitian credentials are often preferred or required.) Or, demonstrated work history and experience, must be willing to train in needed areas and travel as necessary.
- **Experience:** Typically requires significant experience in the administrative background, budget and finance, tribal structure, working with federal and state agencies and other agencies as needed, “prefer” several years in a management role. Tribal Government relations and business experience. Previous experience in the WIC program, public health, or management is generally required.
- **Skills:** Strong leadership, communication, and organizational skills, along with knowledge of nutritional principles and grant management.
- **Reporting Structure:** This position requires you to report directly to the CEO/HR of the tribe along with close financial reporting to the Santee finance department and other federal and state agencies as required.

Basic SSN Qualifications:

- Dedication to the goals of the Santee Sioux Nation.
- Dedication to the culture and values 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 leadership experience, including program development and management.
- Exceptional verbal and written skills.
- Subject to Motor Vehicle and Criminal Background checks.

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.

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.

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.

****We are an Equal Opportunity Employer.**

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**
- *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**



02/27/2026

APPROVED

DATE



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