



Oglala Lakota Division of Behavioral Health

Building Systems of Health & Wellness for the Oglala Sioux Tribe

Position Posting

| Position Title | Compensation | Position Type |
|---|--------------------------------------|--|
| Skills Instructor/Grounds Keeper | \$17.00/hr. (\$35,360 per annum) | Part-Time or Full-Time |
| Reports To | Location(s) | FT Benefits |
| Operational Support Manager Executive Director | Swett, SD (Primary) Whiteclay, NE | <ul style="list-style-type: none">- Health Insurance- Dental & Vision Coverage- Holiday & PTO- Workers Comp |

Position Description

Overview

A Skills Instructor with the Oglala Lakota Division of Behavioral Health (OL-DBH) plays an integral role in empowering individuals to develop essential life skills and foster independence. This position focuses on providing direct support and guidance to clients in various settings, promoting their personal growth and overall well-being. OL-DBH maintains a Detoxification and Residential Center in Swett, SD, and Green Tipi Gardens Recovery Ranch in Whiteclay, NE. The Skills Instructor/Grounds Keeper works with the Operational Support Manager to maintain all facilities.

Responsibilities & Duties

Administrative

1. File client data per Division policies and procedures. OL-DBH has precise procedures for filing client electronic and hardcopy records which must be adhered to consistently.
2. Document client services using OL-DBH's data management system in a manner that is timely and accurate.
3. Attend all in-service training, staff meetings, and other training as assigned.

Specific Duties

1. Provide client skill building related to light construction including carpentry, plumbing, masonry, concrete, electrical, etc.
2. Provide client skill-building related to agricultural infrastructure support including fencing, landscaping, and vehicle/machinery repair.
3. Perform minor heating, plumbing, carpentry, and electrical-related tasks as assigned.
4. Transport supplies and equipment to and from designated project sites.
5. Maintain inventory of Agency equipment and supplies.
6. Ensure all facility campuses, sidewalks, and parking lots are appropriately maintained, which includes but is not limited to lawn mowing, minor landscaping, and snow and ice removal.
7. Ensure safety of workstation(s) and provide supervision of clients during construction and agricultural skill-building exercises.
8. Maintain Daily Activity Log.
9. Respond to facility emergencies in the evenings, nights, and weekends.

Additional Client & Public Services

1. Transportation of clients for appointments, Division-sanctioned activities, and agency referrals.
2. Perform all other duties as assigned by the direct supervisor or Executive Director.

Requirements & Knowledge

1. Must maintain abstinence from alcohol and other drugs throughout employment.
2. Must be able to perform physical labor.
3. Proficiency in drywall and basic carpentry preferred
4. Must participate in all required staff development training and work with the direct supervisor and/or Executive Director to negotiate an individualized professional development plan.
5. Must have basic knowledge of carpentry, plumbing, and electrical engineering.
6. Must adhere to confidentiality regulations under 42 CFR Part 2 and the Health Insurance Portability & Accountability Act (HIPAA).
7. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
8. Must be able to respond to an emergency within the facility after working hours and on weekends.
9. Must abide by all OL-DBH policies and procedures.
10. Must take and pass a drug and 2-step TB skin test.
11. Must obtain Basic First Aid & CPR training within 6 months of hire.

Qualifications

1. High school diploma or GED required.
2. Must have a valid driver's license and be self-insured.
3. Must have no prior felony convictions in the last five (5) years.
4. Must have no misdemeanor convictions in the past one (1) year. (*Excluding minor traffic violations*)

How to Apply

Completed applications can be mailed or dropped off at the address listed below or uploaded to our website. It is the applicant's responsibility to ensure that his/her application is received by OL-DBH by the closing date. Additional applications can be downloaded from www oglalahealth org. Please visit our website for additional contact information for any questions regarding the application process or to review the status of an application.

Oglala Lakota Division of Behavioral Health
Attn: Human Resources
PO Box 5074
Pine Ridge, SD 57770
oglalahealth.org