



# Oglala Lakota Division of Behavioral Health

Building Systems of Health & Wellness for the Oglala Sioux Tribe

## Position Posting

| Position Title                      | Compensation                   | Position Type                                                                                                                                                |
|-------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Inpatient Clinical Facility Manager | <i>Based on Qualifications</i> | Full-Time Employment                                                                                                                                         |
| Reports To                          | Location(s)                    | Full-Time Benefits                                                                                                                                           |
| Executive/Medical Director          | Swett, South Dakota            | <ul style="list-style-type: none"><li>• Health Insurance</li><li>• Dental &amp; Vision Coverage</li><li>• Holiday &amp; PTO</li><li>• Workers Comp</li></ul> |

### Position Description

#### Overview

The Inpatient Clinical Facility Manager is responsible for the oversight, coordination, and supervision of inpatient nursing services, clinical support operations, and facility management functions within the Oglala Lakota Division of Behavioral Health (OL-DBH) Residential Treatment and Detoxification Programs. This position promotes the restoration of client health and wellness by supervising nursing and support staff, ensuring safe and compliant facility operations, coordinating multidisciplinary care, and maintaining high standards of clinical excellence.

The Inpatient Clinical Facility Manager operates within their professional scope of practice to ensure clients receive safe, compassionate, culturally responsive, and patient-centered care throughout the detoxification and residential treatment process. This position also ensures the therapeutic environment remains safe, compliant, operational, and conducive to healing for clients, staff, and visitors.

#### Responsibilities & Duties

##### Administrative

1. Document and maintain accurate and timely records relating to all professional services rendered within the established OL-DBH electronic health record system.
2. Perform all duties in alignment with OL-DBH's mission, values, policies, procedures, and ethical standards.
3. Supervise daily operations of inpatient nursing, detoxification, and residential treatment support services.
4. Prepare and oversee work schedules for nursing staff, behavioral health technicians, support staff, contractors, partners, and volunteers assigned to the Residential Treatment and Detoxification Center.
5. Provide leadership, supervision, mentorship, coaching, and performance oversight for assigned employees, contractors, partners, and volunteers.
6. Foster a compassionate, collaborative, culturally responsive, and healthy work environment that supports staff wellness and professional growth.
7. Assist in the development, implementation, and evaluation of policies, procedures, workflows, and operational protocols related to inpatient clinical and residential services.
8. Participate in strategic planning, program development, accreditation preparation, and quality improvement initiatives.
9. Collaborate with leadership, billing personnel, and external agencies regarding service delivery standards, reimbursement processes, and operational compliance requirements.
10. Be available during site visits, audits, inspections, and reviews conducted by tribal leadership, funding agencies, accrediting bodies, and regulatory entities.
11. Ensure all clinical and operational activities comply with applicable tribal, state, federal, licensing, and accreditation regulations.

### **Nursing & Clinical**

1. Become knowledgeable of current behavioral health, substance use disorder, detoxification, and public health best practices.
2. Plan, implement, and oversee nursing-related policies and procedures, including medication administration and medication storage.
3. Work under the supervision of a licensed medical provider to monitor clients detoxifying from alcohol and/or other substances.
4. Utilize evidence-based, best practice, and culturally informed interventions to guide the detoxification and stabilization process.
5. Plan and implement nursing interventions for clients participating in residential treatment and detoxification services.
6. Monitor nursing and clinical support staff performance to ensure adherence to clinical protocols, documentation standards, medication procedures, and client safety practices.
7. Mentor, train, and support less experienced nursing and support staff.
8. Collaborate and communicate effectively with physicians, behavioral health providers, case managers, and interdisciplinary teams to maximize quality of care and continuity of services.
9. Promote client independence and wellness by educating clients and families regarding health conditions, medications, treatment expectations, relapse prevention, and self-care skills.
10. Assure quality of care by adhering to therapeutic standards, nursing regulations, agency philosophy, and applicable standards of practice.
11. Resolve client concerns and service needs utilizing multidisciplinary team strategies and agency approved approaches.
12. Maintain a safe, clean, and therapeutic clinical environment by complying with procedures, regulations, and infection control standards.
13. Ensure all intake screenings, nursing assessments, referrals, and client monitoring activities are completed appropriately and within established timeframes.
14. Coordinate referrals to higher levels of medical care, including emergency services, when detoxification or treatment needs exceed the facility's scope of care.
15. Maintain the professional code of ethics described by the American Nurses Association (ANA).
16. Perform all other duties as assigned by the direct supervisor or Executive Director.

### **Facility Management**

1. Oversee the day-to-day operations and functionality of OL-DBH Residential & Detoxification facility.
2. Ensure all facilities remain compliant with applicable health, sanitation, licensing, and accreditation standards.
3. Conduct routine facility walkthroughs and inspections to identify maintenance, safety, operational, or compliance concerns.
4. Collaborate with leadership regarding facility improvement projects, operational enhancements, equipment replacement, and long-term infrastructure needs.
5. Maintain oversight of facility security procedures, emergency preparedness plans, evacuation protocols, and environmental safety standards.
6. Ensure adequate inventory, functionality, and maintenance of medical equipment, office equipment, furniture, and facility supplies.
7. Monitor the overall cleanliness, appearance, and therapeutic environment of all inpatient and residential treatment facilities.
8. Attend all in-service training, staff meetings, and other training as assigned.
9. When requested, prepare and deliver information related to the health consequences of alcohol, commercial tobacco, and other drug abuse.
10. Maintain the professional code of ethics described by the American Nurses Association (ANA).
11. Perform all other duties as assigned by the direct supervisor or Executive Director.

## Requirements & Knowledge

1. Must demonstrate excellent knowledge of nursing care methods and procedures.
2. Must maintain abstinence from alcohol and other drugs throughout employment.
3. Must be able to perform physical labor.
4. Must have a basic understanding of how Lakota culture, values, and worldview can be used to promote alcohol and drug abstinence and healthy lifestyle choices.
5. Must participate in all required clinical staff development training and work with the direct supervisor to negotiate an individualized professional development plan.
6. Must have functional knowledge of Microsoft Office suite software, including Word, PowerPoint, Publisher, and Excel.
7. Must have strong written and verbal communication skills.
8. Must adhere to confidentiality regulations under 42 CFR Part 2 and the Health Insurance Portability & Accountability Act (HIPAA).
9. Must be assertive and use good judgment when involved in situations that may be emotionally intense.
10. Must be able to respond to any client emergency during work/duty hours.
11. Must abide by all OL-DBH policies and procedures.
12. Must complete negative drug screening and two (2) 2-step TB skin tests.
13. Must complete OL-DBH Basic First Aid & CPR training within 3 months of hire if not previously certified.

## Qualifications

1. Registered Nurse (RN) in good standing with the South Dakota Board of Nursing.
2. Associate's degree in nursing. A Bachelor of Nursing (BSN) is preferred.
3. At least 4 years of experience working as an RN and at least 2 years of experience working as a charge nurse or Director of Nursing. Experience working in behavioral health and/or emergency care preferred.
4. Must have a minimum of one (1) year of continuous abstinence from alcohol and other drugs before hire, with two (2) letters of personal reference required. Reference letters should attest to the character and sobriety of the candidate.
5. Must demonstrate competence working with members of the Oglala Sioux Tribe.
6. Must be patient, positive, and friendly to clients, the public, and co-workers.
7. Must have a valid driver's license and be self-insured.
8. Must have no prior felony convictions in the last five (5) years.
9. Must have no misdemeanor convictions in the past one (1) year. (Excluding minor traffic violations)

## How to Apply

Applications can be downloaded via our website or picked up at the address below. 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. Please visit our website for additional contact information regarding any questions regarding the application process or to review the status of an application.

### Drop off Applications & Resumes to:

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

### Upload Applications & Resumes to:

<https://oglalahealth.org/join-our-team>