

# Lower Brule Sioux Tribe Diabetes Prevention Program Job Announcement

**Job Title:** Lower Brule Community Center Supervisor

**Job Class:** DOE

**Job Summary:** Under the direct supervision of the Lower Brule Community Center Director.

## **Illustrative Duties:**

- Coordinates day-to-day Center program operations.
- Supervision of program staff and volunteers.
- Supervise and assist with cleaning schedule for weekly, monthly, and quarterly duties.
- Coordinate with director to respond to events for center.
- Coordinate with director to organize community events and/or activities.
- Coordinate with director to order cleaning and restroom supplies.
- Report and record safety or major maintenance issues to the Center Director.
- Aid with room set-up as appropriate and assigned.
- Knowledge of basic office operations and use of office equipment.
- Monitor, record; and report the behavior and controlled movements of participants.
- Ensuring the protection and safety of participants and property.
- Answering inquiries concerning the operation of the center.
- Ensure the center is safe, drug & violence- free.
- Create partnerships and collaborations with programs to bring resources to the Center.
- In cooperation with and support of the Lower Brule Community Center Program Director, plan and implement the Center's program calendar.
- Perform other duties as assigned by Lower Brule Community Center Program Director.

## **Qualifications**

- High school diploma/GED
- Prefer South Dakota Driver's License.
- Dependability
- Minimum age 18 yrs.
- Must be Drug/Alcohol free.
- Ability to work as a team with fellow employees.
- Ability to deal courteously and appropriately with clientele and customers.
- Attentive to detail, demonstrated emotional maturity, flexible in management of responsibilities, ability to work independently, and creative problem solving to meet the needs of clients.
- Ability to respect and adapt to differences in perspective, backgrounds, beliefs, and needs; ideal candidate should have the ability to prioritize tasks, above average skills in time management, and adaptability to unplanned situations.
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## **Other**

- Must pass mandatory drug test prior to employment.

- Some evening and weekend work will be required.
- Must pass pre-employment background check.

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**THIS POSITION IS ONLY A ONE (1) YEAR-FUNDED POSITION AND WILL POSSIBLY BE FUNDED FURTHER DEPENDING ON AVAILABLE FUNDS.**

**Submit Tribal Application to:**

Lower Brule Sioux Tribe  
Personnel Department  
187 Oyate Circle  
Lower Brule, SD 57548

**Opening Date: 05/20/2024**

**Closing Date: 06/12/2024**



## LOWER BRULE SIOUX TRIBE JOB ANNOUNCEMENT

**JOB TITLE:** Sanitary Sewer Maintenance Worker/Solid Waste Driver

**SALARY:** Depending on Experience

### **JOB SUMMARY**

The sewer maintenance position requires an individual dedicated to commit their time to meet the needs of the Lower Brule Sioux Tribal community. The position requires availability 24 hours a day, 7 days a week. The candidate should be able to physically lift 75 lbs., and have knowledge and experience of electrical, plumbing and pumping. The candidate must be able to follow and meet the defined herein. The candidate must be able to respond in a timely manner when an emergency or failure is present at the pump station. They must be able to assemble and connect back-up sewer pump and turn by-pass valves in the manhole below grade and must be physically able to work in small, confined spaces and have some confined space training for these job duties. The candidate must be available to monitor the lift station until all emergencies or failures are repaired and normal operation has been restored.

Performs garbage and refuse collection under general supervision, to maintain the Lower Brule lands according to established sanitation standards. In addition, the incumbent performs skilled work in the repair and maintenance of gasoline and diesel-powered equipment such as front-end loaders, backhoe loaders, operates a hydraulic packer to compact refuse and performs preventive maintenance on all equipment.

### **Responsibilities:**

- Exercise gate valves.
- Discharge lagoons when needed.
- Repair lagoon fencing when needed.
- Maintain mowers for lagoon maintenance.
- Read permits to see when sampling is needed and what to sample for.
- Check the lift station twice a week to see if both pumps are working properly.
- Take wastewater samples as needed according to wastewater permits.
- Check lagoons twice a week to see how full they are.
- Daily:
  - Record Pump Hours
  - Correct Operation of lift station

#### Power On

- No tripped breakers
- No alarms or malfunctions
- Heater working (cold months)
- Weekly:
  - Weeds, trees and shrubs removed from Lagoons & lift station inside fence.
  - Inspect floats in wet well.
  - Any tests mandated by the EPA.
  - Maintain logbooks for all lagoons weekly.
- Monthly:
  - EPA reports
  - Check belts, motors, and oil level in pumps.
  - Check and run back-up pump and all fluids.
  - Check suction pressure and discharge pressure.
  - Change battery on back-up pump.
  - Inspect lagoon area.
    - Fence
    - Property
    - Valves
  - Any tests mandated by the EPA.
- Quarterly:
  - EPA reports
  - Any tests mandated by the EPA.
- Annually:
  - Fuel in emergency pump.
  - Mow lagoon(s) as directed.
  - Oil locks to all secured areas.
  - Inspect manholes for leaks and flows.
  - EPA reports
  - Any tests mandated by the EPA.
- Perform other related duties as assigned.

#### **Qualifications:**

- Have a valid driver's license.
- Basic Knowledge in the field of maintenance.
- High school diploma or equivalent.
- Ability to read technical manuals and drawings.
- Good communication and interpersonal skills.
- Physical stamina and dexterity.
- Must pass a background check.
- Must pass a Drug/Alcohol test.
- Must be reliable.

- Must be willing to travel when necessary.

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Lower Brule, SD 57548

**Opening Date: 05/29/2024**

**Closing Date: 06/12/2024**

**LOWER BRULE SIOUX TRIBE  
HOMELESS SHELTER ADVOCATE  
JOB ANNOUNCEMENT**

**JOB TITLE:** Male Homeless Shelter Advocate

**JOB CLASS:** Pay: \$14/hr.

**JOB SUMMARY:** Will be responsible and under the direct supervision of the Associate Director /Tribal Manager. Will complete all Homeless shelter task as assigned.

**DUTIES & RESPONSIBILTIES:**

- Advocates will create a safe and welcoming environment for the residents by greeting residents, responding to resident request(s) for assistance or supplies needed (if supplies are available), and ensuring residents are provided support.
- Complete intakes and orientate survivors and their children to the shelter as needed and ensure their initial needs are met.
- To ensure cleanliness and order of the shelter. Hallways and entry must be clutter free.
- Advocate will complete a walk-through of all units ensuring residents properly complete their assigned chores and sign off on resident's chore list.
- Residents are responsible for their own laundry, personal hygiene, medical appointments.
- To maintain overnight shelter safety and security, ensure quiet hours throughout the night.
- Residents must make provisions to obtain food, such EBT, Commodities through LB Food distribution, and other sources that may be available.
- Residents are responsible for financial assistance, or whatever resources are available to them.
- Advocates should assist in providing crisis intervention services, such as counseling, AA, parenting classes, whatever is deemed necessary for the resident and their family.
- We believe teamwork leads to better quality services. Advocates shall consult with each other in handling emergencies and issues related to children and adults living at the shelter, documenting appropriately and timely. Advocates should also inform staff about the night shift activity during their consulting.
- To ensure proper coverage, Advocate will be on time for their scheduled shift and complete their entire shift without leaving the premises.
- Assists with special projects and tasks as assigned by the Associate Director or Tribal Manager.
- Perform other related duties as assigned.

**QUALIFICATIONS & REQUIREMENTS (*Knowledge, Skills/Abilities*):**

- High school diploma or GED.
- Prefer South Dakota driver license.
- Must pass pre-employment drug test.
- Must pass pre-employment background check.
- Attentive to detail, demonstrated emotional maturity, flexible in management of responsibilities, ability to work independently, and creative problem solving to meet the needs of clients.

- Ability to respect and adapt to differences in perspective, backgrounds, beliefs, and needs; ideal candidate should have the ability to prioritize tasks, above average skills in time management, and adaptability to unplanned situations.

## **OTHER**

- Must pass mandatory drug test prior to employment.
- Some evening and weekend work will be required.

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**LOWER BRULE SIOUX TRIBE  
HOMELESS SHELTER ADVOCATE  
JOB ANNOUNCEMENT**

**JOB TITLE:** Female Homeless Shelter Advocate

**JOB CLASS:** Pay: \$14/hr.

**JOB SUMMARY:** Will be responsible and under the direct supervision of the Associate Director /Tribal Manager. Will complete all Homeless shelter task as assigned.

**DUTIES & RESPONSIBILITIES:**

- Advocates will create a safe and welcoming environment for the residents by greeting residents, responding to resident request(s) for assistance or supplies needed (if supplies are available), and ensuring residents are provided support.
- Complete intakes and orientate survivors and their children to the shelter as needed and ensure their initial needs are met.
- To ensure cleanliness and order of the shelter. Hallways and entry must be clutter free.
- Advocate will complete a walk-through of all units ensuring residents properly complete their assigned chores and sign off on resident's chore list.
- Residents are responsible for their own laundry, personal hygiene, medical appointments.
- To maintain overnight shelter safety and security, ensure quiet hours throughout the night.
- Residents must make provisions to obtain food, such as EBT, Commodities through LB Food distribution, and other sources that may be available.
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- Advocates should assist in providing crisis intervention services, such as counseling, AA, parenting classes, whatever is deemed necessary for the resident and their family.
- We believe teamwork leads to better quality services. Advocates shall consult with each other in handling emergencies and issues related to children and adults living at the shelter, documenting appropriately and timely. Advocates should also inform staff about the night shift activity during their consulting.
- To ensure proper coverage, Advocate will be on time for their scheduled shift and complete their entire shift without leaving the premises.
- Assists with special projects and tasks as assigned by the Associate Director or Tribal Manager.
- Perform other related duties as assigned.

**QUALIFICATIONS & REQUIREMENTS (Knowledge, Skills/Abilities):**

- High school diploma or GED.
- Prefer South Dakota driver license.
- Must pass pre-employment drug test.
- Must pass pre-employment background check.
- Attentive to detail, demonstrated emotional maturity, flexible in management of responsibilities, ability to work independently, and creative problem solving to meet the needs of clients.



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# LOWER BRULE SIOUX TRIBE

## JOB ANNOUNCEMENT

**JOB TITLE:** Maintenance Worker

**SALARY:** Depending on Experience (DOE)

### **JOB SUMMARY**

Maintenance worker will provide maintenance to all tribally owned buildings. This maintenance will include making repairs to tribally owned buildings which will reduce the opportunity for deterioration and eliminate the potential for hazards. Maintenance worker must perform upkeep tasks such as repairs and upkeep of heating unit(s) and HVAC systems located inside tribally owned buildings. They will be responsible for applying basic fixes to equipment and building systems and ensure facilities are tidy and functional.

### **Responsibilities:**

- Perform cleaning activities such as dusting, mopping etc.
- Perform minor fixes such as repairing broken locks, filling gaps on walls etc.
- Check control panels and electrical wiring to identify issues.
- Completes daily work as assigned in accordance with existing codes and policies and makes recommendations about fire and other safety hazards identified.
- Performs task(s) independently if required to include painting, glazing, cleaning, ground maintenance, inspections and servicing of minor equipment as required.
- Performs emergency services when required and will be required to be summoned after hours for emergency calls that require immediate attention. (emergency calls)
- Install appliances and equipment.
- Conduct regular and annual inspections as directed and reports findings.
- Do garden/yard upkeep by mowing lawn, collecting trash etc.
- Conduct maintenance tasks such as replacing light bulbs and/or ceiling tiles.
- Inspect and troubleshoot equipment and systems (e.g. ventilation)
- Check functionality of safety systems (e.g. fire alarm)
- Report to a facilities or maintenance manager for issues.
- Requirements and skills
- Proven experience as assistant director or other similar position
- Basic knowledge of HVAC, plumbing and electrical systems

- Experience using hand and electrical tools.
- Perform other related duties as assigned.

**Qualifications:**

- Basic Knowledge in the field of maintenance.
- High school diploma or equivalent.
- Ability to read technical manuals and drawings.
- Good communication and interpersonal skills.
- Physical stamina and dexterity.
- Must pass a background check.
- Must pass a Drug/Alcohol test.
- Must be reliable.
- Must be willing to travel when necessary.

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# Lower Brule Sioux Tribe Diabetes Prevention Program Job Announcement

**Job Title:** Monitor/Janitor # 1

**Job Class:** Level IV

**Job Summary:** Under the direct supervision of the Lower Brule Community Center Director. Responsible for basic cleaning of the Community Center to include restrooms, meeting rooms, dining room, hallway, building exterior, windows, grounds and janitor's space.

## **Illustrative Duties:**

- Consult with supervisor to establish and maintain a routing schedule of operations.
- Follow cleaning schedule for weekly, monthly, and quarterly duties.
- Coordinate with Supervisor to respond to events for center.
- Coordinate with Supervisor and director to organize community events and/or activities.
- Coordinate with Supervisor to order cleaning and restroom supplies.
- Report safety or major maintenance issues to the Center Director.
- Aid with room set-up as appropriate and assigned.
- Knowledge of basic office operations and use of office equipment.
- Monitor, record, and report the behavior and controlled movements of participants.
- Ensuring the protection and safety of participants and property.
- Answering inquiries concerning the operation of the center.
- Perform other duties as assigned by Program Director.

## **Qualifications**

- High school diploma/GED
- Must possess an SD Driver's License.
- Dependability
- Minimum age 18 yrs.
- Must be Drug/Alcohol free.
- Ability to work as a team with fellow employees.
- Ability to deal courteously and appropriately with clientele and customers.

## **OTHER**

- Must pass mandatory drug test prior to employment.
- Some evening and weekend work will be required.

**To Apply:** Submit LBST application/Resume, degrees, college transcripts, driver's license, DD214 (if applicable), LBST enrollment verification (if applicable), all documents that pertain to this job announcement.

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# Lower Brule Sioux Tribe Diabetes Prevention Program Job Announcement

**Job Title:** Monitor/Janitor # 2

**Job Class:** Level IV

**Job Summary:** Under the direct supervision of the Lower Brule Community Center Director. Responsible for basic cleaning of the Community Center to include restrooms, meeting rooms, dining room, hallway, building exterior, windows, grounds and janitor's space.

## **Illustrative Duties:**

- Consult with supervisor to establish and maintain a routing schedule of operations.
- Follow cleaning schedule for weekly, monthly, and quarterly duties.
- Coordinate with Supervisor to respond to events for center.
- Coordinate with Supervisor and director to organize community events and/or activities.
- Coordinate with Supervisor to order cleaning and restroom supplies.
- Report safety or major maintenance issues to the Center Director.
- Aid with room set-up as appropriate and assigned.
- Knowledge of basic office operations and use of office equipment.
- Monitor, record, and report the behavior and controlled movements of participants.
- Ensuring the protection and safety of participants and property.
- Answering inquiries concerning the operation of the center.
- Perform other duties as assigned by Program Director.

## **QUALIFICATIONS:**

- High school diploma/GED
- Must possess an SD Driver's License.
- Dependability
- Minimum age 18 yrs.
- Must be Drug/Alcohol free.
- Ability to work as a team with fellow employees.
- Ability to deal courteously and appropriately with clientele and customers.

## **OTHER**

- Must pass mandatory drug test prior to employment.
- Some evening and weekend work will be required.

**To Apply:** Submit LBST application/Resume, degrees, college transcripts, driver's license, DD214 (if applicable), LBST enrollment verification (if applicable), all documents that pertain to this job announcement.

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Lower Brule, SD 57548

**Opening Date: 05/29/2024**

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## LOWER BRULE SIOUX TRIBE JOB ANNOUNCEMENT

**JOB TITLE:** I.T. System Administrator

**JOB CLASS:** Depending on Experience (DOE)

### **JOB SUMMARY:**

The System Administrator's role is to maintain, upgrade and manage all associated software, hardware, and networks. The person will also diagnose and resolve any problems that may arise, by using various software, to ensure that the technology infrastructure runs smoothly and efficiently. The person will work closely with the I.T. Director to update systems, address security breaches, and help troubleshoot issues.

### **ILLUSTRATIVE DUTIES & RESPONSIBILITIES:**

- Install and configure software and hardware.
- Manage network servers and technology tools.
- Set up accounts and workstations.
- Monitor performance and maintain systems according to requirements.
- Troubleshoot issues and outages.
- Ensure security through access controls, backups, and firewalls.
- Upgrade systems with new releases and models.
- Develop expertise to train staff in new technologies.

### **QUALIFICATIONS & REQUIREMENTS:**

- BS/Ba in Information Technology, Computer Science, or a related discipline; professional certification (e.g., Microsoft Certified Systems Administrator (MCSA)) is a plus.
- Experience with databases, networks (LAN, WAN) and patch management.
- Ability to create scripts in Python, Perl, or other languages.
- Familiarity with various operating systems and platforms
- Resourcefulness and problem-solving aptitude
- Excellent Communication skills
- Must pass a background check prior to being hired.
- Must pass a drug test prior to being hired.

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# LOWER BRULE SIOUX TRIBE

## JOB ANNOUNCEMENT

**JOB TITLE:** Security Officer

**Job Class:** DOE (Level V)

### **JOB SUMMARY**

The security officer is responsible for ensuring the safety of the Lower Brule Sioux Tribal employees, property, buildings, and facilities. They are responsible for monitoring surveillance cameras, patrolling the premises and responding to any security breaches. Under the direct supervision of the Tribal Manager and/or Tribal Council.

### **Responsibilities:**

- Patrol premises regularly to maintain and establish presence.
- Monitor and authorize entrance of visitors into tribal buildings.
- Monitor surveillance equipment in all tribal buildings.
- Removal of individuals from all tribal buildings, parking lots, grounds, when warranted.
- Secure all entrances, exits, doors, windows, and tribal property at the end of the day.
- Identify all disruptions and unlawful acts and report to law enforcement.
- Investigate suspicious activity inside and outside of all tribal buildings, property and grounds.
- Provide aid to visitors in need of assistance and/or help.
- Respond to alarms by investigating and accessing the situation and reporting to law enforcement when needed.
- Apprehend and detain perpetrators according to legal protocol before arrival of law enforcement.
- Write and submit daily reports of surveillance activity and important occurrences.
- Perform other related duties as assigned.
- Attended council meetings; when requested to ensure no disruption of proceedings.
- Must always maintain professional demeanor and not personalize the duties being carried out.
- Must be able to communicate by electronic devices and work effectively with law enforcement in a professional manner.

- Required to work with fellow employees and supervisor, regardless of personal relationships and/or opinions.
- Must possess excellent writing skills and abilities to meet daily, weekly and monthly reports.
- Identify security issues as they pertain to doors, pathways, entryways, entrances, exits and all security issues as they arise.

**Qualifications:**

- Have a valid driver's license.
- High school diploma or GED equivalency certificate.
- Good communication and interpersonal skills.
- Must maintain a high level of confidentiality.
- Will be required to sign a confidentiality agreement.
- Physical stamina and dexterity.
- Must pass a background check.
- Must pass a Drug/Alcohol test.
- Must be reliable and able to handle high stress situations.

**Salary:**        Depending on Experience

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