

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.

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: 05/29/2024

Closing Date: 06/12/2024