CHEYENNE RIVER SIOUX TRIBE

STAFF DENTIST - DENTAL PROGRAM
TRIBAL HEALTH DEPARTMENT

DESCRIPTION OF WORK

General Statement of Duties: Provides dental health services to the
designated population in accordance with Cheyenne River Sioux Tribe policies,
and accordance with Indian Health Service Standards of Care.

Supervision Received: Works directly under the clinical supervision of the
Chief Dental Officer and administrative supervision of the Administrative
Manager.

Supervision Exercised: Will give supervision to dental staff during dental
procedures.

EXAMPLE OF DUTIES

- Will provide emergent, preventative, restorative dental health care according to
  established Tribal priorities.

- Is responsible for clinical diagnosis, evaluation studies and treatment studies.

- May provide professional and educational services to patients and staff.

- Will be required to update skills through workshops and other education
  prescribed by supervision.

- Will be required to act as the clinical supervisor in the absence of the Chief
  Dental Officer.

- Will be required to make independent assessments when dental health problems
  are severe.

- Promotes respect understanding, between dental department staff and patients.

- May be required to travel to satellite clinic to provide routine dental care.

- Promotes teamwork with fellow staff.

- Assists Chief Dental Officer in developing program techniques and identification
  of program needs.

MINIMUM QUALIFICATIONS

Must have DDS or DMD Degree preferably with practice residency and/or
previous experience and be licensed in the state of South Dakota to practice
dentistry. Must be CPR/1st Aid (2 year) certified. Experience supervising clinic
preferred but not mandatory.

CONFIDENTIALITY

Incumbent will be required to participate in Privacy Act Training. Confidentiality
is very important when working with health problems. It is expected that all
matters pertaining to individual problems will be kept confidential. This also
pertains to personnel issues. Failure to comply will be cause for dismissal.

THIS POSITION IS STRICTLY PROHIBITED FROM PARTICIPATING IN
POLITICAL ACTIVITY.

This position is subject to mandatory drug and alcohol testing in accordance with
the Cheyenne River Sioux Tribe's Drug and Alcohol Free Workplace policy.

Incumbent is subject to background investigation in accordance with PL 101-647
and PL 101-530.

12/04
DESCRIPTION OF WORK

General Statement of Duties: The Prosecutor shall prosecute and assist in such cases as are assigned by the Attorney General or his/her designee. Guidelines will be the Cheyenne River Sioux Tribal Constitution, the Indian Civil Rights Act, Law and Order Code, ordinances, policies, all applicable Federal laws, rules of evidence, including Federal, State and local court decisions affecting the Indian people in Indian country; and the applicable code of professional conduct as adopted by the American Bar Association.

Supervision Received: Will be under the general supervision of the Attorney General and reports to the Attorney General. May also be required to report to Tribal Council and any related committees.

Supervision Exercised: Supervises the program staff as delegated by the Attorney General.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Approves all criminal complaints filed in Tribal court with the exception of any complaints wherein the Prosecutor feels that he or she may be prejudiced or where there is a relationship as provided in the Tribal Code.

Uses discretion in prosecuting cases before the Tribal court and may take or refuse any case on adequate grounds. The Prosecutor shall upon request furnish written reasons for the refusal to prosecute any case.

Exercises discretion, once a complaint is filed, as to whether to seek the issuance of a summons, or warrant for arrest against the defendant from Tribal court.

Acts on behalf of the Cheyenne River Sioux Tribe, not the individual complaining witness. In this capacity, the Prosecutor shall have the authority to make criminal complaints on his or her own information and belief if he or she believes that a crime has been committed against the peace and dignity of the Cheyenne River Sioux Tribe and there is no complaining witness.

Prepares all adult criminal cases for trial, including the interviewing of witnesses, legal research, preparation of pleadings and the presentation of evidence. The Prosecutor shall file all criminal appeals resulting from petitions or complaints filed by the Office of the Prosecutor and shall prosecute same as directed.

Takes advantage of all training offered in the gathering of evidence, the presenting of evidence, courtroom procedure, criminal procedure, witness interviewing, and any other training in law on or off the reservation as budgeting limitations allow.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be familiar with any federal or state laws and ethical standards applicable to persons within the jurisdiction of the Tribal court. Knowledge of the Tribal Law and Order Code rules of criminal procedure and rules and know its provisions together. Knowledge of criminal law, juvenile law, the Tribal constitution, codes and ordinances, rules precedents, any case law, and relationships affecting jurisdiction on criminal court cases. Knowledge of Tribal customs, traditions, constitution and ordinances to be able to protect the sovereignty and customs of the Tribe and protect the rights of the people. Knowledge of the Indian Civil Rights Act and all its provisions and have full understanding of due process. Must demonstrate fitness and competency for the appointment including familiarity with the Cheyenne River Sioux Tribal Constitution and Code and Judiciary.

Education: Must be a law school graduate (Attach Juris Doctor/Jurisprudence, J.D.). Admission to a state bar required (Attach license to practice law); must be in "good standing" with that bar.

Experience: Must have some working experience in law, this may include any internship.

Special Requirements: Must be able to pass Federal, State, and Tribal Criminal Background Checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 88-2013-CR. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol Free Workplace Policy. Must have never been convicted of any Tribal/local, Federal, or State felony offenses or convicted of a misdemeanor one (1) year prior to appointment.

Revised Date: 06.15.2016
DESCRIPTION OF WORK

General Statement of Duties: Provides direct services, consultation, community organization, training, and administrative direction for mental health services to this population. Guidelines are available in the form of the general scientific and professional literature of counseling, mental health, substance abuse, psychology, psychiatry and related fields. Additional guidelines for both the clinical and administrative aspects of the incumbent’s work are available in the form of general agency policy statements pertaining to professional practice from the agency and state and national professional associations. Professional experiences also serve as guidelines.

Supervision Received: The position is under the immediate supervision of the Behavioral Health Director who provides guidelines for work assignments that are consistent with the overall objectives of the Program, its policies, and practices.

Work assignments are made by the Director. The incumbent is a qualified professional and is responsible for independently carrying out clinical duties. Work is reviewed only periodically to check for adherence to the fulfillment of the program objectives and policy. Very minimal supervision of clinical activities is required.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Provides leadership, supervision and mentorship to colleagues, other staff, students and other professionals as required and requested. Serves as consultant on mental health issues to other staff, colleagues, agencies, community on all levels for planning community wide services.

Provides mental health counseling and therapy services for eligible American Indians in the extended community. Services are relevant to the special cultural needs of the clientele, with the employee serving as a catalyst in devising, developing and implementing mental health services that are culturally relevant and responsive.

Develops and approves therapeutic treatment plans in meeting the mental health needs of Indian individuals, families and groups.

Oversees training in and interpretation of the DSM-111-R, DSM IV, and ICD 10 Diagnostic manuals by staff.

Provides expert testimony in court regarding commitment needs for individuals requiring treatment because of mental illness or chronic alcoholism.

Assists in coordinating the Mental Health Program services delivery with all other appropriate Service Unit and Tribal Health Programs. The incumbent is involved with planning, goal setting, implementation and evaluation of the entire mental health program. Provides education for individuals, groups, agencies and departments at all levels of the health delivery system.

Develops, disseminates and provides mental health information to the public through “outreach” programs. Provides consultation and educational services to community agencies including schools, law enforcement, social services, lay, and volunteer groups.

Develops and maintains a close working relationship with public, private, state, and federal psychiatric/psychological services resources for exchange of information and planning of program services.

Helps develop and update standards of performance, protocols and policies concerning clinical, ethical and legal aspects of patient/client care. Assists in the preparation and maintenance of all necessary records and reports.

Maintains clinical records, reports and other recordings. Submits required records and reports and documents services in E.H.R.

Participates in the implementation of a referral process for patients/clients from the hospitals, clinics, Tribal Court and school systems, consulting with various agencies concerning possible mental health needs and concerns including treatment of victims and offenders in sexual and other abuse cases.

Assists in coordinating the referral process and utilization of services by mental health specialists and consultants. Conducts and participates in interdisciplinary consultant staffing activities.

Participates in data collection, analysis, and reporting implications.

Initiates research on specific issues in mental health, maintains and extends professional access to library services for literature, audio tapes and video tapes pertaining to mental health issues.

Participates in quality control activities such as peer review, program reviews and accreditation activities. This also includes continuous quality assessment and improvement plan.

Initiates and participates in activities supporting departmental objectives for improved mental health services.

Participates in training activities necessary to maintain or improve competencies needed for the successful completion of the position’s duties and responsibilities.

Maintains confidentiality and reports concerns regarding confidentiality issues directly to the supervisor of the Mental Health/Social Services program.

Models and maintains supportive relations between co-workers including those that involve reviews, program reviews and accreditation activities; and supervises continuous quality assessment and improvement plan.
Initiates and participates in activities supporting departmental objectives for improved mental health services.

Participates in training activities necessary to maintain or improve competencies needed for the successful completion of the position's duties and responsibilities.

Maintains confidentiality and reports concerns regarding confidentiality issues directly to the Director of the Behavioral Health Department following established policies.

Models supportive relations between co-workers that involve communicating daily routines, assisting each other, offering and accepting emotional support, expressing and allowing co-workers to express emotions and showing and emphasizing ownership of programming procedures and objectives.

Accepts and completes other activities and duties as assigned within the scope of the primary purposes of the position.

The work is complex and changes continuously depending on situation and clientele needs. Work requires developing and formulating treatment plans and counseling techniques and establishing work effectiveness criteria and evaluation methods. Services provided include the assessment and diagnosis of a wide variety of common and uncommon emotional and psychological problems. Treatment decisions are individualized and depend on unique needs of the patient, and require the ability to differentiate between cases in making decisions.

Work and activities are reflected in the diverse treatment services provided and in the consultation and diagnostic report requested of the worker, which are reported verbally and in writing. The worker contributes to the overall emotional and social adjustment of the patient in assuming an appropriate level of functioning in the family and community.

Contacts are with the general population of the reservation and with those who require counseling and mental health services and follow-up services. The clientele present a broad variety of psychiatric symptoms with all varieties and levels of both physical and mental disorders.

Other contacts are with colleagues and employment contacts (professional/non-professional support services personnel) both on and off the reservation, and with representatives of local, state and federal care facilities. The purpose and extent of these contacts are varied from planning individualized care to designing and evaluating systems and patterns of care.

Client contacts are made for the purpose of gaining personal information from clientele and coordination of resources for planning and implementing of appropriate counseling and psychological services. In making these contacts, it is required that the worker is skillful in approaching individuals and groups, as many are fearful, suspicious, uncooperative and potentially violent.

Physical demands of the job are minor. The work is mostly sedentary; however, is very demanding emotionally given the continual dealings with persons who are in emotional distress, uncooperative and at times outwardly violent and dangerous.

The work is done primarily in an office setting. In any of these settings, there is some risk of physical harm from a violent patient, which may require precautions and training for management.

Will be required to operate a government owned or leased vehicle, may be required to transport patients.

Other job related duties as required.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Knowledge requirements of this position involve mastery of the theories, principles, concepts and methodologies of psychology that is acquired through formal education and training and meets the requirement for a doctorate degree licensure as a Psychologist (Ph.D., Psy.D.). Must exercise good judgment in the selection of accepted clinical theories, techniques and practices in treating patients. The development of new techniques and programs for the treatment of special problems or clinical population is also the responsibility of the incumbent. The incumbent must exercise good judgment in interpreting the intent of guides that do exist and in adapting or developing guidelines and applying guidelines to specific areas of work.

Education: Must have a Doctorate of Psychology (Psy.D.) or a Doctorate of Philosophy degree (Ph.D.), in the areas of clinical psychology or counseling psychology.

Experience: Minimum of two (2) years experience in a related field.

Special Requirements: Must be a licensed psychologist (must provide a copy of license). Must have a valid driver's license (must provide a copy of license); will be required to operate a government owned or leased vehicle.

Incumbent is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol Free Workplace policy. This position is subject to a background investigation of incumbent in accordance with P.L. 101-647, P.L. 101-630, and Resolution No 86-2013-CR.

Required to participate in Privacy Act Training. It is very important when working with health problems. It is required that all matters pertaining to individual problems will be kept confidential. Failure to comply will be cause for dismissal.

Revised Date: 07.20.2016
DESCRIPTION OF WORK

General Statement of Duties: Provides direct client services primarily in an outpatient setting to children, adolescents, adults and elderly.

Supervision Received: Will be under the immediate supervision of the Behavioral Health Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Completes comprehensive/psychiatric mental health assessments, diagnosis, short-term individual, couple, family and group psychotherapy and medication prescription (prescribes legend drugs and controlled substances, and monitoring for acute and chronic psychiatric illnesses) if licensure permits prescribing of medications.

Develops treatment plans that sets goals to meet identified mental health needs, evaluates responses to intervention, reviews treatment plans, and reevaluates as necessary according to applicable regulations.

If incumbent has the qualifying credentials will prescribe medications for treatment of illness. Incumbent will monitor effectiveness, and side effects of medications.

Serves as one of the principal advisors (along with Behavioral Health staff) to the medical staff and other allied health staff on all matters related to mental health. Assists the Behavioral Health Program staff peer review and case consultation.

Provides psychological consultation services to various community and Tribal programs, Tribal Court, school, law enforcement, Substance Abuse Programs, and Tribal Social Services. Tribal Programs must refer either by telephone or use referral form.

Incumbent will participate in required computer security awareness, Privacy Act, HIPPA Training, Ethics Training, No Fear Training Act and all other requirements deemed necessary to fulfill job requirements.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Masters in Science of Nursing. Must have or be willing to obtain Qualified Medical Healthcare Provider. Provide copies of current South Dakota licensure and diploma's.

Experience: Two (2) years experience as a Nurse Practitioner in Psychiatry.

Special Requirements: Incumbent must adhere to all State and Federal Confidentiality/Privacy Act rules and regulations. Confidentiality is very important when working in the Health Department. It is expected that all matters pertaining to individual problems will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal. This position is strictly prohibited from participating in political activity. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol Free Workplace policy.

Incumbent is subject to background investigation in accordance with PL 101-647, PL 101-630, and Resolution No. 86-2013-CR.

Revised Date: 03.15.2016
DESCRIPTION OF WORK

General Statement of Duties: Provides relevant services to Behavioral Health clients while applying knowledge of standards of practice, application of best practices, and the bio-psycho-social needs of the client. Utilizes the Diagnostic and Statistical Manual (DSM) series and International Classification of Diseases (ICD) series in providing diagnoses that will assist in case-management. Provides clientele with individual, group, and family consultations and therapy. Provides services that are culturally relevant and appropriate to meet client needs. Prepares a clinical record of services and contacts within a client record that meets the requirements of the Behavioral Health organization. Provides direct involvement with clients seeking mental health/counseling and addiction/residential programs.

Supervision Received: Supervision within Behavioral Health functions will be provided by the Behavioral Health Director. Credentialing supervision will be with a Tribal Health doctor, certified by Indian Health Service-Eagle Butte Area (IHS-EB).

Supervision Exercised: Acts in the capacity of the Behavioral Health Supervisor in the Supervisor’s absence.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

- Provides mental health counseling and related therapy services that are culturally relevant.
- Provides leadership, supervision, mentorship, and consultation to other professionals, as required.
- Serves as a member of the Behavioral Health (including Tribal Health) treatment team(s) and develops and approves therapeutic treatment plans for meeting the mental health needs of clients.
- Provides consultation through testimony in relevant courts, regarding commitment and other client treatment needs, related to mental illness and/or chronic alcoholism and/or substance use (if a licensed or certified mental health professional).
- Completes screenings, assessments, treatment planning, and (within the scope of practice) medication requirements for assigned clients.
- Develops, disseminates, and provides mental health and related medical and psychiatric information to the public through "outreach" programs.

Assists with associated office management and customer service demands of Behavioral Health, as directed.

Completes case-reviews, as directed, on assigned and other behavioral health clients.

Understands and adheres to the professional Codes of Ethics for Behavioral Health practitioners and relevant practice guidelines, all relevant Public Laws, all relevant Cheyenne River Sioux Tribe (CRST) policies and procedures, ordinances, and Executive Resolutions.

Completes other activities and duties, as assigned, within the scope of the primary purposes of the position.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be able to operate a computer and complete electronic record entries. Must be familiar with use of computers, software and related training devices.

Education: Bachelor’s degree in Psychology, Applied Science, Addiction Studies, or Human Services preferred.

Experience: Must have at least two (2) years of experience providing services in a mental health counseling setting or in mental health administration.

Special Requirements: Due to Accreditation Requirements, this position requires licensure as Behavioral Health Provider. Licensed/certified/registered within mental health/behavioral health practice at time of hire, or if licensurable or certifiable in mental health, must complete requirements/examination for credentialing. OMHP preferred for mental health licensed professionals or pass the OMHP endorsement training within six months of employment. If applicable, credentialed with IHS or achieve credentialing within six months of employment. If not licensurable or certifiable as a mental health professional, must show evidence of ability to provide basic mental health services to clientele.

Must be able to pass a physical examination including TB testing. Must have CPR/First Aid. Overnight travel as required. Must possess a valid driver’s license, transportation, and insurance.

Incumbent is subject to CRST Drug and Alcohol Testing Policy, Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR.

Revised Date: 03.15.2016
DESCRIPTION OF WORK

General Statement of Duties: To represent individuals who are charged with violations of the Tribal Criminal Code. The Public Defender has independent authority, judgment and decisions on matters relative to court cases. Guidelines will be the Cheyenne River Sioux Tribal Constitution, the Indian Civil Rights Act, Law and Order Code, ordinances, policies, all applicable Federal laws, rules of evidence, including Federal, State and local court decisions affecting the Indian people in Indian country; and the Code of Judicial Conduct as adopted by the American Bar Association. Effective administration of justice on the Cheyenne River Sioux Reservation has a significant impact on every aspect of life on the reservation. The Public Defender’s work can result in the safety and security of the community as well as assuring the people of fair and equal treatment.

Supervision Received: Will be under the immediate supervision of the Tribal Administrative Officer. Reports to the Chief Judge for administrative purposes only. May also be required to report to Tribal Council and any related committees.

Supervision Exercised: Supervises the Public Defender’s office staff.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Prepares for the representation of individuals in criminal court matters from arraignment through court or jury trial, including reviewing all affidavits, police incident reports and complaints filed in determining what legal advice and assistance is proper.

Prepares for the representation of individuals in juvenile delinquency matters and status offenders from advisory hearing through adjudication, including reviewing all affidavits, police incident reports and petitions filed in determining what legal advice and assistance is proper.

In preparation for trial or an adjudication hearing, the Public Defender shall interview all witnesses and make the determination of who shall testify in court and be responsible for doing legal research pertinent to each case and shall prepare all pleadings, including motions for continuances, for dismissal, etc.

Prepares evidence according to the rules of evidence applicable, to Tribal or Federal rules.

Prepares and follows through on cases brought on appeal before the Tribal Court of Appeals in cases where the Public Defender is involved including submitting briefs and making oral arguments.

Other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be familiar with any federal or state law applicable to persons within the jurisdiction of the Tribal court. Knowledge of the Tribal Law and Order Code rules of criminal procedure and rules and know its provisions together. Knowledge of criminal law, juvenile law, the Tribal constitution, codes and ordinances, rules precedents, any case law, and relationships affecting jurisdiction on criminal court cases.

Knowledge of Tribal customs, traditions, constitution and ordinances to be able to protect the sovereignty and custom of the Tribe and protect the rights of the people. Knowledge of the Indian Civil Rights Act and all its provisions and have full understanding of due process. Must demonstrate fitness and competency for the appointment including familiarity with the Cheyenne River Sioux Tribal Constitution and Code and Jurisdiction.

Education: Must be a law school graduate (Attach Juris Doctor/Jurisprudence, J.D.).

Admission to a state bar required (Attach license to practice law); must be in “good standing” with that bar.

Experience: Must have some working experience in law, this may include any internships.

Special Requirements: Must be able to pass Federal, State, and Tribal Criminal Background Checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 68-2013-CR.

This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol Free Workplace Policy. Must have never been convicted of any Tribal/local, Federal, or State felony offenses or convicted of a misdemeanor one (1) year prior to appointment.

Revised Date: 03.07.2016
CHEYENNE RIVER SIOUX TRIBE  
COMMUNITY HEALTH REPRESENTATIVE PROGRAM  
COMMUNITY HEALTH REPRESENTATIVE

DESCRIPTION OF WORK

General Statement of Duties: The Community Health Representative will be responsible for providing health care and information to all Indian residents of the reservation.

Supervision Received: Will work under the immediate supervision of the CHR Director.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Using the Community Priority Lists, home visits will be made as well as school visits to determine needs in general health care. Other home visits will be made on a referral basis when collecting needed data. Priority will be given to the elderly living alone without family living close by.

Assists in emergency care of the sick and injured when the need arises. CHR's will work closely with the Indian Health Service ambulance Service.

Follow up on all patients returning home for the hospital, especially the prenatal, postnatal, tuberculosis patient, and those returning home from the hospital against medical advice.

Reports sanitation and health hazards to the CHR/Environmental Health Technician.

Makes referrals to all necessary programs or resources such as hospital, Counseling Service, Four Bands Healing Center, and LIEAP Program and follows-up as needed.

Assists Tribe/H.S. Health Team with Field Clinics and health education.

Transports the sick and injured to the medical facilities for special care, which are without any means of transportation. Pick up refills for people without transportation. Arranges for ambulance service when necessary. First Responder skills will assist in that determination.

Refers all rodent/pest and home safety issues to the CHR/Environmental technician.

Works with the Health Educator in setting up health fairs/screenings in the communities. Four (4) or more health education events are required throughout the year, i.e., screening, presentations, speaker.

Communicates with the CHR Director regarding the health needs and concerns of the community regarding the delivery of health services.

Participates in community activities. Coordinate and involve the community members with the planning of the community activities.

CHR must attend staff meetings. Will attend the district meetings whenever possible. (One (1) per quarter)

Completion of standard CHR reporting form is mandatory and report must be submitted within a timely manner.

Participates in all trainings related to the field of work as required. CHR must attend or take on-line CHR Basic Training.

Follows a transportation calendar and will arrange their travel and transports effectively, therefore more people can be served. Mileage reimbursement will be paid at the rate the program is approved for the fiscal year. Mileage must be accurate and match the reporting forms with proper signatures for verification. No mileage will be paid when transporting unnecessarily.

Performs a role in the Tribe's Emergency Management Plan; prepares the communities with procedures for emergency preparedness and response.

Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Considerable knowledge of the CHR Program and its objectives. Considerable knowledge of the Tribe's culture and customs. Basic knowledge of good health principles and practices. Ability to communicate verbally and in writing. Ability to establish and maintain effective working relationships with other agencies and the public. Ability to work without close supervision and process efficient work habits. DRHs must exhibit and interested in upgrading their health skills.

Education: High School diploma or GED equivalent.

Experience: None

Special Requirements: Must have a valid driver's license (must attach a copy).

Must have vehicle registration and vehicle insurance; will be required to submit a copy within 30 days of employment.

Must be able to pass a physical examination with verification and capability to lift 50 lbs. (must attach copy); will be required yearly thereafter.

Must acquire CPR & First Aid certification within 30 days of employment.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-530, P.L. 101-647, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every (5) years).

Confidentiality is very important when working with health problems. All matters in the program will be kept confidential. Privacy Act Training will be taken and compliance is mandatory. This position is strictly prohibited from participating in political activity during working hours.

Revised Date: 07.21.2016
CHEYENNE RIVER SIOUX TRIBE
TRIBAL HEALTH DEPARTMENT
CHIEF EXECUTIVE OFFICER

DESCRIPTION OF WORK

General Statement of Duties: The purpose of this work is to administer and direct the program to fulfill the Cheyenne River Sioux Tribal Health's primary mission of delivering the highest possible quality of preventative, curative, and rehabilitative health care to the Native American people served.

The Chief Executive Officer (CEO) is responsible for overall planning, organization, administration, and management of the health care to Native American people.

Responsible for directing and evaluating work activities of administrative, medical, and other staff. Conducts and administers fiscal operation, including accounting, planning budgets and authorizing expenditures. Recommends and requests training, promotions, reassignments, separations, and other personnel action relating to the staff of the CRST Health Department. Coordinates all resources including manpower, facilities and revenue including grants and donations. Provides orientation to new staff and employees. Serves as a principal advisor and maintains communication with CRST Health Committee on all issues related to the health care of people it serves. Prepares plans of action regarding priorities for the CRST Health Department both short and long term planning, making recommendations to the CRST Health Committee. Performs other related duties as assigned.

Supervision Received: Administrative Officer of the Cheyenne River Sioux Tribe.

Supervision Exercised: Health Administration, including Fiscal & Human Resources, Medical, Dental, Behavioral Health, CHR Program, Four Bands Healing Center, Fitness Center, Field Health, Diabetes Program, Environmental Health, Patient Advocate, and Tribal Health Grant Programs.

Supervision of Department leadership including: Medical Director, Dental Director, Behavioral Health Director, Environmental Health, CRR Program, CHR Director, and all other Tribal Health Program Directors.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Plans, directs, implements and evaluates the delivery of the highest level of clinical and preventative ambulatory health services. Guidelines to be followed shall include but are not limited to: The Tribal Health Program, Administrative Manuals, Health Care Accreditation and applicable county, state and federal laws.

Establishes and maintains management controls and systems for patient/client management, records management, financial management, accreditation, quality management, human resources management, professional credentialing programs, and community health service programs. The CEO ensures the highest quality of clinical and preventative services.

Oversees Health Department Directors in developing goals and measurements for success as well as mechanisms for monitoring progress against these standards.

Ensures Cheyenne River Sioux Tribal Health, Indian Health Services 638 Master Health Contract Policies and other contracts are followed.

Coordinates the implementation of policies and procedures within governmental and company regulations and verification of compliance to ensure efficient and legal delivery of services.

Serves as the primary executive contact between the Cheyenne River Sioux Tribe and organizations providing grant funding ensuring provisions of the grant are properly implemented within the organization.

Responsible for technical guidance to the Cheyenne River Sioux Tribal Council regarding accomplishments and/or deficiencies in reference to the Health Plans, program services components, contract scope of work, accreditations requirements, etc.

Supervision of Department leadership including: Medical Director, Dental Director, Behavioral Health Director, Environmental Health, CRR Program, Four Bands Director, CRR Director, and all other Tribal Health Program Directors.

Maintains contact with the Native American community to ensure the health programs are reflective of and responsive to the health needs and desires of the Native American people.

Attends monthly CRST Health Committee meeting to provide information regarding program operations via regular monthly reports on major activities of the programs and current status in meeting objectives of operating plans (including budget status and health service priorities).

Provides monthly reports to the Office of the Chairman.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: The CEO must have knowledge of the interrelationships and interdependencies among various medical and administrative services and programs. Must possess a working knowledge of a standard health departmental policies and procedures, billing and cost reimbursement systems and standard health care grant and contract proposal development and compliance. The CEO must have a comprehensive knowledge of allied healthcare functional programs, i.e., Nursing, Social Work, Environmental Health, Pharmacy, Medical Records, etc. The CEO must have the management ability to delegate authority, evaluate and oversee people and programs, recognize and adapt to changing priorities. Must have the ability to do strategic planning, implement programs policies and priorities associated with the delivery of health care services in a manner consistent with the health care needs of the Cheyenne River Sioux Tribe. Must have the ability to negotiate agreements, contracts, and cooperative agreements with Tribal organizations and other Federal and State, and local government agencies for rendering of administrative management and allied health services. The CEO must have the ability and cultural sensitivity to work well within a Native American community and requires an awareness of keen appreciation of Native American traditions, customs and socioeconomic needs and the ability at all times to meet and
deal effectively in contacts with Indian health organizations which requires tact, courtesy, discretion, resourcefulness and good judgment in handling functions of a sensitive nature.

**Education:** A Bachelor Degree in Public Health, Public Administration, Business Administration or Health Sciences from an accredited college or university. A Master Degree in Public Health, Public Administration, Business Administration or Health Sciences from an accredited college or university is preferred.

**Experience:** Two years of specialized experience at or obtained in either the private or public sector in the planning, directing, or coordinating medical and health services in clinics, managed care organizations, or public health agencies; developing comprehensive plans on both a short and long range basis to anticipate and plan for the activities to meet health care needs; providing program direction to the key administrative and professional staff members; and assuring that administrative and clinical programs and policies are integrated while eliciting compromise and coordination between services. Prior experience as the Chief Executive Officer of a comparable facility in terms of size, outpatient visits, user population, number of employees, and budget is highly desired.

**Special Requirements:** Possess a valid driver's license. Must adhere to Cheyenne River Sioux Tribe Personnel Policies and Procedures. Must be able to pass Tribal, Federal, and State criminal background investigation in accordance with P.L. 101-847, P.L. 101-630 and Resolution No. 86-2013-CR. This position is also subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe’s Drug and Alcohol Free Workplace Policy.

**CONFIDENTIALITY:**

Applicant must adhere to all Tribal, State and Federal Confidentiality/Privacy Act, HIPAA rules and regulations. It is expected that all matters pertaining to individual problems will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

This position is strictly prohibited from participating in political activity.

Incumbent is subject to the CRST Drug & Alcohol Testing Policy; must pass pre-employment drug screening and will be subject to random drug screenings (will be required to sign and submit a form understanding and receiving policy). Must be able to pass local/Tribal, Federal and State background checks in accordance with P.L. 101-830, P.L. 101-847, and Resolution No. 86-2013-CR (will be subject to submit and pass these checks every five (5) years).

**Revised Date:** 01.17.2017
DESCRIPTION OF WORK

General Statement of Duties: Serves as a Bookmobile Driver providing circulation, reader's advisory and information services for patrons at Bookmobile stops and other locations. Responsible for driving the Bookmobile to various communities within the boundaries of the Cheyenne River Sioux Reservation as directed. May drive the Bookmobile to other locations as directed by supervisor.

Supervision Received: Works under the general supervision of the Veterans Services Officer.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Drive the Mobile Library to and from stops in various locations.

Fuel vehicle as needed.

Reports mechanical problems to supervisor.

Basic vehicle maintenance.

Provide customer service to the public.

Provides regular needed maintenance information to supervisor.

Provides daily logs to supervisor.

Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of safe vehicle operation, basic vehicle maintenance and safe lifting practices. Knowledge of limitations of a medium size vehicle (i.e. RV). Ability to keep simple record keeping. Ability to maintain cooperative working relations with the Veteran's Services department, the public and library staff. Ability to keep calm in all situations.

Education: High School Diploma or General Education Degree (GED) required.

Experience: Experience working with the public is preferred.

Special Requirements: Must be able to work evenings and weekends. Must have a valid SD driver's license (must attach a copy). Must be able to lift 50 lbs. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Created: June 1, 2017
DESCRIPTION OF WORK

General Statement of Duties: Provide for the supervision of all children within their designated classroom and/or center staff. Provide educational services to students in their designated classroom, which are developmentally and culturally appropriate, in accordance with the approved Head Start curriculum.

Supervision Received: Under the direct supervision of the Early childhood Manager.

Supervision Exercised: None.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

- Assist in the development of curriculum alignment, development, evaluation, and assessment activities of the Head Start Program. You are responsible for all child individualization and ongoing documentation.

- Monitor classroom facilities to ensure health and safety compliance. Provide ongoing “authentic” assessment methods and processes to accurately assess and report student progress established areas of evaluation and reporting.

- Incorporate special educational services for children with disabilities in accordance with an approved plan developed in consultation with the Health/Mental Health Manager and Disabilities Manager and parents, and conduct assessment referrals for children with special learning difficulties to appropriate program resource in a timely manner.

- Participate in training/awareness sessions scheduled for parents and staff and/or staff as approval that is required by the Program Director and/or the Disabilities Manager/Training Development Manager.

- Provide a process whereby Head Start parents may participate in the daily routine of the Head Start child. Teacher will conduct (2) home visits and two (2) parent/teacher conferences.

- Provide planning and consultation sessions with Teacher Aide within their designated classroom to provide assistance to the learning needs of Head Start children, provide assistance to the Disabilities and early childhood Manager, in the evaluation of Teacher Aide performance as requested and required.

- Establish and implement a method for communicating regularly with parents of Head Start students on matters regarding the child’s progress, needs, and ways in which parents can assist the learning of their child in home environment.

- Conduct all information regarding students in a confidential manner, in accordance with Confidentiality Act, Privacy Act, and other regulatory requirements. Make referrals regarding suspected child abuse and neglect through established channels and procedures of Head Start.

Establish and maintain all records necessary to document the growth and development of Head Start children in their designated classroom in accordance with program requirements; maintain all records necessary for completion of PIR and other reporting requirements, including current records of all parent contacts and child health observations.

Represent Head Start within the community, and advocate for the needs of the Head Start child and their families. Coordinate with other component managers to ensure integration of all appropriate and required component activities (Education, Family Services, Health/Mental Health Services, Disabilities Services, Program Government and Nutrition) into the learning and socialization program within the Head Start Program.

Participate in all program planning, reporting, meetings, evaluation, assessment, and other activities of the Head Start Program, as directed or required by the Program Director.

Provide a social and emotional climate which enhances children’s understanding of themselves as individuals, will provide resources and activities, which are relevant and reflective of the racial and ethnic population served.

Participate in all activities during “The Week of the Young Child”. Assist with and attend Graduation in your center, attend and help with the annual Head Start Pow-wow, Field Day, etc. and other Head Start activities.

Assist with recruitment of 10 Head Start applications, complete 10 Community Assessment survey forms, (CA) and PRISM, etc. Must assist with and must attend parent meetings.

Provide instructional and other services consistent with support of early childhood Development/Health Services objectives, Performance Standards, and integrate to provide all services in accordance with the early Childhood Development/Health Services component of the Head Start Program.

Assist with development of and integration of family Partnership agreement for each family of Head Start. Assist with development of determining each child’s Health status and development with implementation of follow-up plans for identified health issues/concerns in the areas of Health/Mental Health, Dental and other health related concerns and working closely with the designated component managers for referrals to meet the needs of the children.

Provide training and orientation to parent and other approved volunteers, or substitutes, within the program setting. LEAVE: You are required to plan your leave in advance with your immediate supervisor and you are required to find a replacement.

Rus Monitor: A. Monitor children and adults while being transported. B. Fasten all safety restraints for children while in route on the bus to and from school. C. Assist with boarding and exiting the bus. D. Help with evacuation drills which are done monthly and assist in the event of an emergency. E. Always make sure that there is an adult present when delivering the child to their location.

Other job related duties as assigned by Program Director and ECH Manager.
MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must have specific skills in and abilities to facilitate appropriate learning experiences for Head Start children (i.e., learning centers, curriculum planning, assessment, identification of learning needs methods of assessing child growth and development, etc.).

Education: Must have a High School Diploma or GED certificate. A Baccalaureate or advance degree in early childhood education or course work equivalent to a major relating to early childhood education preferred. A Minimum of a Child Development Associates degree and enrolled or willing to enroll in a 4 yr. program working towards a degree in early childhood or related field.

Experience: Preschool or other teaching experience in a school setting.

Special Requirements: Must have valid driver’s license. Must have a physical within 10 days upon being hired and a yearly physical thereafter and TB Test with your first physical ONLY. Must start the Hepatitis B vaccine series within 10 days of your work assignment. If you already had the series of shots, please attach proof of document. Must be able to work with children requiring the ability to walk or run quickly kneel or sit on floor, bend, and walk over rough or uneven ground, exposure to weather, etc. Must be able to be certifiable for First Aid and CPR as required by the Head Start Performance Standard. Must be able to obtain a four year degree in Early Childhood within 2 years of employment.

Incumbent is subject to CRST Drug & Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 96-2013-CR.

Revised Date: 02.24.2017
DESCRIPTION OF WORK

General Statement of Duties: Assists the Head Start Teacher in providing instructional and other services consistent with Subpart B- Early Childhood Development/Health Services and Head Start Performance Standards.

Supervision Received: Under the direct supervision of the Early Childhood Manager and Lead Classroom Teacher

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Assists the Teacher in providing instruction to Head Start students and supervising all children within their designated classroom.

Assists the Teacher with preparing all children's individual files and on-going documentation.

Assists in the development of curriculum alignment, evaluation, and assessments.

Assists in monitoring classroom activities to ensure the health and safety of all students.

Assists the Teacher with all assessment tools to provide an accurate student progress report.

Assists with providing special educational services for children with disabilities and develops an Individual Education Plan (IEP) in consultation with the Health/Mental Health Manager, the Disabilities Manager, our Local Education Agency, and parents.

Assists in conducting referrals for children with special learning needs to the appropriate resource.

Participates in all staff meetings, training sessions, IEP Meetings, and mandatory parent meetings.

Assists the Teacher in providing training and orientation to parents, volunteers, and substitutes in the classroom.

Accompanies the Teacher while conducting and documenting a minimum of four family contacts, two home visits, and two parent/Teacher conferences.

Assists the Teacher in communicating with parents of Head Start students on a regular basis to give updates of their child's progress and needs.

Safeguards all information regarding students in a confidential manner as required by the Confidentiality and Privacy Act.

Assists the Teacher in maintaining a good record keeping system that includes: growth and development, parent contacts, health observations, and all screening follow-ups.

Makes referrals regarding any suspected child abuse and neglect to the proper authorities.

Represents the Cheyenne River Head Start Program in a respectful manner in the community and advocate for the needs of the Head Start children and their families.

Coordinates with the Teacher and other component Managers to ensure integration of all appropriate and required component activities (nutrition, parent activities, Family Services, Health/Mental Health, Disabilities and ECH) into the learning and socialization program of Head Start.

Assists the Teacher in providing a social and emotional climate that enhances the children's understanding of themselves as individuals, will provide resources and activities that are relevant and reflective of the racial and ethnic population served.

Performs all duties of the Head Start Teacher in his/her absence.

Participates in all "Week of the Young Child" activities that include: Field Day, Parade, Parent Appreciation Dinner and Pow Wow. Also, attend the Head Start Graduation and assist with Field Trips and other Head Start activities.

Assists with the recruitment of ten (10) Head Start Student applications, complete 10 Community Assessment survey forms.

Assists with development and integration of Family Partnership Agreements for each Head Start family.

Must plan leave in advance with supervisor.

Performs duties of a bus monitor that include: monitors children and adults while being transported, assists with fastening restraints while children are being transported, assists with boarding and exiting of the bus, helps with evacuation drills that are done on a monthly basis, assists in the event of an emergency and makes sure children are delivered to a responsible adult.

Other job related duties as assigned by the Program Director and ECH Manager

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must be physically fit to perform the following actions: walk or run quickly, kneel or sit on the floor, bend easily, walk over rough or uneven ground, working in all weather conditions and the ability to lift 50 pounds (physical required ten (10) days after employment start date). Must be First Aid and CPR certified. Must have data entry skills for entering information into the Child Plus System.

Education: Must possess a High School Diploma or GED Certificate. Must have a CDA Credential or a state awarded certificate that meets or exceeds the requirements for a CDA Credential, are enrolled in a program that will lead to an Associates or baccalaureate degree or enrolled in a CDA credential program to be completed within two years of the time of hire.

Experience: Prior experience working with pre-school children preferred but not required.

Special Requirements: Represents the Cheyenne River Head Start Program in a respectful manner in the community and advocate for the needs of the Head Start children and their families. Must have a physical examination within ten (10) days of employment and a yearly physical thereafter. Must have a yearly TB Test. Must start the Hepatitis B vaccine series within 10 (10) days of employment or provide documentation of prior hepatitis B vaccinations. Incumbent is subject to CRST Drug and Alcohol Testing Policy, also subject to Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647 and Resolution No. 86-2013-CR.

Revised: 02.24.2017
CHEYENNE RIVER SIOUX TRIBE
POLICE DEPARTMENT - LAW ENFORCEMENT
POLICE OFFICER

DESCRIPTION OF WORK

General Statement of Duties: Performs professional law enforcement work in a variety of Police Department activities including patrol and investigation.

Supervision Received: Will be under the immediate supervision of the Shift Supervisor on Duty and the general supervision of the Chief of Police.

Supervision Exercised: None

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

Carries out orders of the Chief of Police, Supervisors, or a Judge of the Tribal Court; when assigned to court duty.

Investigates violations of the Law and Order Code in assigned district or area.

May be assigned to other areas or districts at the discretion of the shift supervisor.

Makes arrests and issues citations for violations of laws and ordinances.

Assists other officers in their work as requested/assigned by the Shift Supervisor.

Patrols assigned areas or districts, preventing, whenever possible, the violation of the law.

Will not use unnecessary force or violence in making an arrest, seizure or search.

Refrains from the use of profane, vulgar, insolent or offensive language at all times, including while dealing with the public.

Reports to the Shift Supervisor all deaths, accidents of a serious nature, other events, or impending events of importance.

Keeps all equipment furnished by the Tribe or the Government in good repair and order.

Reports the loss of any assigned property.

May be required to travel and transport inmates to I.H.S. for medical treatment and other medical and Law Enforcement Facilities, as ordered.

Other job-related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills, and Abilities: Must possess knowledge of law enforcement laws principles, procedures and techniques. Must have working knowledge of applicable Federal, State, Tribal/local Laws and Ordinances, Rules and Regulations common to Police Department operations. Must have skills in the use of firearms and in the operation of police vehicles. Ability to cope with extreme situations and deal courteously with the public. Ability to communicate effectively in writing and orally with the ability to act with tact and impartially. Ability to perform work requiring good physical condition. Will have complete understanding of the Tribal Law and Order Code and all other law and regulations applicable to the reservation and to attend such training sessions as scheduled.

Education: Minimum of a High School graduate or GED.

Experience: One (1) year on-the-job training or equivalent; or must have an equivalent combination of related education or Law Enforcement experience equal to one (1) year.

Special Requirements:

Graduate from Police Academy Training (Attach a copy of certification/training) required.

Must possess a valid driver's license (Attach a copy).

Must be at least twenty-one (21) years of age.

Must pass a complete physical and Physical Efficiency Battery (PEB) test prior to being hired and thereafter (Attach a copy of Physical). The exception to the PEB is when the applicant is 45 or more year's older only participation of the PEB is required.

The applicant must be able to pass and complete a MMPI or other psychological evaluation within 90 days from employment start date.

Abstains from the use of narcotics or the excessive use of alcohol and refrains from engaging in any act, which would discredit the Tribe or Tribal police, on and off duty. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe Drug and Alcohol Free Workplace Policy.

Must be able to pass Federal, State, and Tribal/local criminal background checks in accordance with P.L. 101-630, P.L. 101-647, and Resolution No. 86-2013-CR. Must have never been convicted of any Tribal/local, Federal, or State felony offenses or convicted of a misdemeanor one (1) year prior to appointment.

Revised Date: 08.05.2016
DESCRIPTION OF WORK

General Statement of Duties: Performs coordinating functions, using computerized communications equipment, between on-duty police, other law enforcement agencies, and the public. Be able to use computerized equipment to keep accurate logs and files and time lines at all times.

Supervision Received: works under the general supervision of the Chief of Police, Lieutenant of Police and shift sergeant.

EXAMPLE OF DUTIES (Duties may include but are not limited to the following):

- Receives and transmits telephone and radio messages to and from units operating in the field.
- Answers all incoming calls to the dispatch and 911 emergency center promptly and politely. Determines urgency and nature of complaint and refers class of a more difficult or questionable nature to the shift supervisor.
- Maintains radio logs for reference and in compliance of FCC regulations and maintains accurate phone logs for officers' reference.
- Fills out reports with necessary information, dispatches patrol units, emergency vehicles and equipment when necessary.
- Maintains current instructions for emergency procedures, and notification rosters emergency personnel and agencies to be called in event of an emergency.
- Maintains an accurate arrest list.
- Maintains and keeps track of adequate supplies and equipment to provide for effective and efficient performance of assigned duties.
- Maintains records, files and reports as necessary, performing a variety of clerical duties including typing and filing as necessary.
- Maintains an orderly and clean appearance of the control room.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Working knowledge of the methods and procedures of the Tribal Police communications and communications equipment. Knowledge of officer policy and procedures. Some knowledge of the Tribal Laws and Police regulations. State and Federal laws as related to Tribal Law Enforcement. Some knowledge of the housing areas geography of the reservation and S.I.A., State, Federal and County highway system. Ability to think clearly, act quickly, and make immediate decisions calmly, in any given emergency situations. Ability to understand complex written and oral instructions and dispatch the orders to Police Officers as necessary in a clear calm steady voice. Able to establish and maintain an effective working relationships with Police Officers, other agencies and the public. Ability to learn and work with National Crime Information Center (NCIC) computer. Ability to operate intercom system. Will be required to stay in the dispatch center throughout an eight-hour shift aside from periodic breaks.

Education: High school diploma or GED equivalent.

Experience: One (1) year of experience in a related position involving contact with the public.

Special Requirements: Must be 18 years of age to apply.

Must be able to pass a drug test. This position is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe’s Drug and Alcohol Free Workplace policy. Must be able to pass Tribal, State, and Federal Criminal background check in accordance with P.L. 101-647, PL 101-630 and Resolution No. 86-2013-CR. Must not been convicted, charged or suspected of a felony, convicted of any domestic violence, or any crimes against children or Elderly Abuse.

Must maintain confidentiality at all times.

Must be able to become certified within one (1) year of employment. Must be able to become certified at the BIA Indian Police Academy or 911 South Dakota Law Enforcement Academy within a one (1) year of employment. After on-the-job training period must be able to interact and communicate well with the public.

Revised Date: 06.02.2015