

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
HEALTH/MENTAL HEALTH COORDINATOR

DESCRIPTION OF WORK

General Statement of Duties: Provide for the immediate supervision of the Health Component of the Head Start Program, and provide for the overall implementation of grant activities in accordance with Performance Standards and objectives of the Health Component.

Supervision Received: CR Head Start Director.

Supervision Exercised: None.

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

Coordinates the development, integration, and evaluation of the health Component into the overall operations of the Head Start Program. Conducts on-site Head Start site monitoring on a monthly basis in all sites for purposes of evaluating the Health Component activity implementation.

Provides training to staff and parents on topic areas incorporated into the Health Component of the Head Start Program. Assist the Disabilities Coordinator in coordinating Interdisciplinary Team Development and operation, and coordination resource service delivery.

Coordinates the Health Component evaluation and reporting requirements, including Program Information Report (PIR), Self-Assessment Validation Instrument (PRISM), and other requirements.

Monitors and prepares reports (statistical; narrative) appropriate for measuring the criteria and outcomes of the Health Component services with respect to progress toward meeting component objectives, and Performance Standards.

Provides parents with technical assistance, training, materials, and other resources needed to ensure educational access and opportunity for children.

Establishes and works with a Health advisory committee for the Health Component. Coordinates the evaluation and revision of the Health Component for continuation applications in accordance with parents, Policy Council, staff and other appropriate resources, with reference made to the outcomes of the Annual Community Needs Assessment (CAN), PIR, PRISM, and other assessment items.

Coordinates the implementation of all screening, assessment, referral IRP development, and service delivery for children regarding the Health Component.

Maintains child assessment, referral, service, and other data and information in a manner consistent with Privacy Act, Confidentiality Act, and other regulatory provision. Assists with recruitment, CAN, PIR, PRISM, etc.

Assists with recruitment, CAN, PIR, PRISM, etc. Participate in all activities during the "Week of the Young Child". Assists with and attends graduation in your center, Annual Head Start Pow-wow, Field Day, etc.

Attends with and attends parent meetings, make reports to parents on you component area. Component managers are responsible to complete their component plans for the continuation and three (3) year cycle grant application.

Other job related duties as assigned by Program Director.

## MIMIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Knowledge of Health and Safety. Ability to conduct staff and parent training, and prepare statistical and narrative reports. Knowledge of resource agencies and service providers to meet health needs of children.

Education: Must have a high school diploma or GED. Two year degree on Early Childhood or related field required, four year degree in Early Childhood preferred. Must have a Child Development Associate (CDA) credential, or ability to acquire this credential within timeline required by the Head Start granting agency.

Experience: Experience in health related field. Must be computer literate must enter children's information on computers for reports on daily basis for reports such as PIR, NRS, HSFIS, monthly reports and all other reports pertaining to the children files.

Must have at least three (3) years working with children 3-5 years of age. Demonstrated competency in referral, screening, assessment, resource networking, learning activity development, IEP development, and related areas of competency applicable for serving children with health problems, and for the provision of health services for children.

Special Requirements: Must have a current driver's license and access to a safe transportation resource (vehicle), with car insurance.

Must have a physical examination within ten (10) days of hire/employment and a yearly physical examination thereafter. Must have a tuberculosis (TB) test with first physical only. Must start Hepatitis B vaccine series within ten (10) days of work assignment. If Hepatitis B vaccine series has already been administered, proof of documentation must be provided. Must be certifiable in First Aid & CPR.

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. 86-2013-CR.

Revised Date: 06.18.2015

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
ADMINISTRATIVE ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: Administrative Assistant will assist the Director of the Head Start program by answering phones, taking messages, writing memos assisting with the procurement process, and responsible for inventory records for the Head Start program. Will assist in creating a system for the documentation records for reports. Assist in meeting the federal and tribal deadlines for reports and assist in data collection for all grants related to Head Start.

Supervision Received: The Head Start Administrative Assistant is under the immediate supervision of the CRST Head Start Budget Manager.

Supervision Exercised: None

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

Assisting the CRST Head Start director and Budget Manager with purchase orders, reports and compiling information and data pertinent to complete grants and reports. Assist with inventory, secure building locations for meetings, write memos, creates files for all documentation.

Prepares and arranges staff/parent meetings that are required by the Head Start Performance Standards, which include securing the training site/conference room, contract preparation, and informing staff, parents, and grantee representatives of scheduled meetings.

Maintains personnel records on all permanent and temporary employees, which will include job descriptions, contracts, job applications, physicals, evaluations, orientation forms, time sheets, and other pertinent forms.

Monitors and assures that each staff member has an initial health examination that includes screening for tuberculosis and a periodic reexamination (as recommended by the State, Tribal, or local laws) to meet current policies and each employee must have a yearly physical while employed with the program.

Maintains and keeps track of training, staff development, workshops, academic/education credit of each staff member, and develop an individual tracking system form which monitors the academic progress of each employee.

Acts as inventory officer for the Cheyenne River Head Start Program which will include maintaining property inventory. Collaborates with the Cheyenne River Sioux Tribe Inventory Clerk to properly tag new equipment.

Completes insurance forms, reviews the service/maintenance contracts, and makes any recommendations to the Program Director on any matters in this area.

Assists the Budget Manager/Computer Information Manager and the auditors as deemed necessary by the Program Director.

Develops a system to record and monitors all long distance calls.

Attends any meetings/training sessions scheduled by the program.

Participates and assists in all activities during the "Week of the Young Child".

Maintains and records daily transactions in a confidential manner, in accordance with the Confidentiality Act, Privacy Act, and other regulatory requirements.

Any additional job related duties that may be deemed necessary by the Program Director.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Must possess excellent typing skills. Must have excellent computer skills. Must exhibit excellent writing skills with good grammar and spelling. Must be knowledgeable in all office skills and must demonstrate confidentiality and professionalism. Must possess leadership qualities that include honesty and integrity.

Education: High School or GED required. Must have a minimum of 2-5 years of office experience. Must have some knowledge of the CRST procurement process, memo writing, and creating spread sheets to document information. Keep accurate records and filing system.

Experience: Must have experience in operating all types of office equipment.

Special Requirements: Must possess a SD driver's license. Must have a physical examination within 10 days of hire and a yearly physical examination thereafter. Must have a TB Test with first physical only. Must start Hepatitis B vaccine series within ten (10) days of work assignment, if Hepatitis B vaccine series has already been administered, please provide documentation. Must be certifiable in First Aid and CPR. Incumbent is subject to CRST Drug and Alcohol Testing Policy and subject to Tribal/local, Federal, and State background checks in accordance with P.L. 101-630, P.L. 101-647, and Executive Resolution E-235-97.

Revised: 3.20.18

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
TEACHER AIDE

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.

Safeguard 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 certifiable. 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** must be willing to enroll in the CDA program with the CRST Head Start 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 ten (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 Date: 9.22.17

CHEYENNE RIVER SIOUX TRIBE  
HEAD START PROGRAM  
NUTRITION MANAGER

DESCRIPTION OF WORK

General Statement of Duties: Provides for the immediate supervision and implementation of the Nutritional component area of the Head Start program.

Supervision Received: Under the immediate supervision of the Program Director

Supervisions Exercised: Provides supervision to all nutritional components, provides nutritional education and supervision to cooks at centers.

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

Coordinates the development, integration, and evaluation of the Nutritional component into the overall operations of the Head Start Program.

Monitors each Head Start Center bi-weekly to evaluate the Nutritional Component for implementation of services.

Coordinates and provides nutritional information to meal preparers on children who are allergic to certain foods and milk products. Coordinates staff development in the area of Nutritional development for all staff.

Evaluates and prepares monthly reports and any other required reports according to the reporting requirement for the Program Information Report (PIR). Also prepares a monthly report for the nutrition component of the CRST Head Start Program.

Evaluates and prepares monthly report and reimbursement for CANS to meet federal requirements for all centers including the CRST Tribal Day Care.

Monitors meal preparers to keep in compliance with CANS regulations on a monthly basis.

Helps cooks at each center shop for grocery items needed to prepare meals.

Meets with cooks to help prepare and implement a yearly menu.

Monitors spending in food account and meets regular with Budget Manager.

Develops component service plans and updates as required in the guidelines, in the area of nutrition.

Informs the Program Director on all matters pertaining to the quality development and implementation of services through the Nutritional Component, including recommended modification, and assists the Program Director in submittal of necessary information and documents for amendment of the grant which pertains to the component. Provides accurate information to help prepare for CANS continuation funding each year.

Maintains services, nutritional information and other data and information in a confidential manner consistent with the Privacy Act, and other regulatory provisions.

Assist with recruitment as required.

Attends all parent meetings to report to parents on the component area.

Develops Memorandum of Agreements (MOA's) with agencies which includes of outlines of training and workshops for staff, Parent Policy Council, parents, and the CRST WIC Dept.

Assists with completing at least ten (10) community assessments and Program Information Report, etc., every two (2) years.

Participates and assists in the activities during "The Week of the Young Child" which include; field day, the parade, parent appreciation dinner, and the pow-wow.

Attends Head Start Graduation and other Head Start activities.

Any additional duties assigned by the Program Director.

## MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: The ability to coordinate and conduct training sessions. The ability to conduct staff and parent training, and prepare statistical and narrative reports. Must have counseling, interviewing, group counseling and group facilitating skills that include the knowledge of human development, family dynamics, Lakota language and culture, community resources, and required confidentiality provisions. Must be computer literate and have data entry skills.

Education: High School Diploma or equivalent. Must have training in in Safe Serve preferred, but minimum of having Food Handlers.

Experience: Supervisory experience preferred but not required. Experience in baking, food handling, food preparation, food safety, and cooking. Knowledge in serving, cleaning/sanitizing.

Special Requirements: Must have a valid SD driver's license. Must be first aid and CPR certifiable. 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 ten (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 Date: 11.03.23



CHEYENNE RIVER SIOUX TRIBE  
CENTRAL RECORDS DEPARTMENT  
SCANNER TECHNICIAN III

DESCRIPTION OF WORK

General Statement of Duties: Document scanning, document retrieval, document research and assist the Central Records Department and Tribal Secretary's Office as needed. Will utilize various computer software and office equipment and exercising independent judgement. Performs daily communication with the general public with professionalism and courtesy at all times.

Supervision Received: Works under the immediate supervision of the Central Records Director.

Supervision Exercised: None unless assigned.

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

Must know the Cheyenne River Records Management Manual.

Must know scanning document retrieval and researching practices.

Must know scanning operations and scanning maintenance techniques.

Must have knowledge of data/recording of Tribal Records and file saving techniques (Daily, Weekly and Monthly).

Keeps documents in sequence and in an orderly fashion for scanning and filing.

Scans documents such as Tribal Council minutes and all supporting documents, Tribal Council Resolutions, Tribal Council motions, District Minutes, Committee Minutes, Appointment Letters and etc.

Will work with various computer software on a daily basis.

Must have knowledge in research techniques.

Assists and/or completes research assignments as requested by Tribal Executives, Tribal Council Representatives, Tribal programs, Tribal employees and the general public in a timely manner.

Will be in charge of all documents transported to the Tribal Archives and have written record of all information transferred.

Follows proper procedures of public information requests.

Must have working knowledge of archival recording material such as CDs, large reel tapes, and mini recording tapes in order to conduct research and transcribing purposes.

Will assist in records retention of Tribal Council actions and other public information.

Will assist in the collection, reviewing, analyzing and verifying of data to be entered into computer. Assures data is filed properly and mailed out in timely manner.

Answers phone calls, takes messages and assist as needed.

Must sign confidentially agreement upon hiring.

Must assist in formulating new ideas and practices of scanning database design and streamlining.

Will be required to attend workshops, meetings, etc. as assigned by the Tribal Secretary.

Must maintain rapport and good working relationship with the Bureau of Indian Affairs, Tribal and Elected Officials, State Officials, private agencies, professionals and the general public.

Will assist in loading and unloading of recording equipment as needed.

Will assist with livestreaming of Tribal Council Sessions and other livestreaming sessions as needed.

Assist other staff as needed.

Other job duties as assigned.

#### **MINIMUM QUALIFICATIONS**

**Required Knowledge, Skills and Abilities:** Must have general knowledge in the process of Tribal Administration and programs. Must adhere to and keep confidential information at work. Must have knowledge of scanning software and scanning hardware. Must have knowledge of general office procedures, practices, basic computer skills and telephone etiquette skills. Must be proficient in grammar, spelling and punctuation. Must possess the ability to perform typing, data entry, researching and clerical work requiring independent judgement. Ability to communicate verbally and in writing. Must have knowledge with various office software and equipment.

**Education:** High school diploma or GED.

**Experience:** Must have One (1) year computer experience and Six (6) months general office equipment experience. Must have knowledge of scanning hardware, software and maintenance techniques.

#### **Special Requirements:**

Must have a valid South Dakota Driver's License (attach copy). Must have own transportation or have access to transportation (attach copy if applicant has own vehicle. Must have vehicle insurance if applicant has own vehicle (attach copy). Must be able to lift 50 lbs. Must be bondable and must be willing to become a notary. Must be able to pass a Tribal/Local, Federal and State background checks. Incumbent is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug & Alcohol Testing Policy. Must pass a 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 sign a Tribal Confidentiality Form. Preferably understands the Lakota Language.

Updated: 11/18/24

CHEYENNE RIVER SIOUX TRIBE  
VETERAN'S SERVICE OFFICE  
RECEPTIONIST/FILE CLERK

DESCRIPTION OF WORK

General Statement of Duties: Completes all filing and clerical duties for the assigned areas for the Veteran's Service Office.

Supervision Received: Works under the immediate supervision of the Veteran's Service Officer.

Supervision Exercised: None.

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

Answers the phone, records, and distributes messages to appropriate personnel and greets visitors.

Analyzes incoming documents, determines the subject matter, and sorts according to file system.

Files all documents after proper labeling/indexing.

Retrieves documents as directed and release to authorized persons.

Searches for and investigates information contained in files, inserts additional data on file records, completes reports, and keeps file current.

Re-files returned documents.

Assists in maintaining inventory records, including all computer hardware and equipment.

Transport Veterans to medical appointments as directed.

Performs other job related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge, Skills and Abilities: Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Willingness to adhere to established professional standards such as; accuracy and timeline. Working knowledge of Windows software & programs. Must be skilled in the operation of office equipment such as typewriter, calculator, fax machine and copier machine. Must have general knowledge of accounting skills.

Education: High school diploma or GED.

Experience: Three months related experience and/or training or equivalent combination of post high school education and experience.

Special Requirements: Must be dependable, able to meet deadlines and adhere to confidentiality at all times. Will be required to make some overnight trips as needed for Veterans medical appointments.

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 Tribal/Local, Federal, and State background checks in accordance with P.L. 101-630, PL 101-647, and Resolution No. 86-2013-CR.

Confidentiality is very important when working in the Veterans Department. Incumbent will be required to participate in Privacy Act and HIPPA training. 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.

Revised Date: 10.15.18