CHEYENNE RIVER SIOUX TRIBE

YOUTH DIABETES PREVENTION PROGRAM

PROGRAM ASSISTANT

DESCRIPTION OF WORK

General Statement of Duties: Is responsible for the day-to-day operation of Cheyenne River Sioux Tribe Youth Diabetes Prevention Program financial planning, developing budgets, and ensuring compliance with financial regulations.

Supervision received: Will work under the immediate supervision of the CRST Youth Diabetes Prevention Program Coordinator.

DUTIES AND RESPONSIBILITIES

Responsible for establishing and maintaining the master mailing list for the program.

Responsible for making arrangements with the schools for the distribution and the return of the consent forms for the AN screenings.

Responsible for preparing and maintaining the lists of students in each grade and each school that has approvals for AN screenings.

Will work with the Outreach Workers in coordinating and scheduling the Acanthosis Nigricans screening at the Eagle Butte, Dupree, Tiospaye Topa, Takini and Windswept schools.

Responsible for entering all program data from the AN screenings.

Responsible for Budget Modifications, Journal Vouchers for the Youth Diabetes Prevention Program accounts.

Responsible for entering all past year's data as well as filing past year's data when time permits.

Responsible for coordinating the use of the program vehicles for the Outreach Workers.

Collaborates and assists the Outreach Workers when planning and implementing any activities and/or programs. (For example, but not limited to : sports camps, summer swimming programs, and after school programs, and activities).

Assists the Outreach Workers and other program staff in contacting family members and scheduling program participants when necessary.

Assists with the training and orientation of all new program staff.

Provides assistance as needed with the grant preparation.

Works with other programs in the Tribal Health Department to provide optimum service to the youth on Cheyenne River.

Will be responsible for processing payments for service contracts.

On a daily basis, will pick up and deliver program mail from Tribal mail room, as well as mail from Tribal Health located at I.H.S.

Will follow CRST Tribal Personnel and Policy Procedures.

Assists YDPP Coordinator and other staff in maintaining and analyzing program statistical data.

Assists YDPP Coordinator and other staff in the production and distribution of the quarterly program newsletter.

Files incoming correspondence (letters, consent forms, and all other information), and routes outgoing correspondence.

Assists Program Coordinator with CPR instruction to staff, train staff to be CPR certified.

When necessary, will orientate new staff of procedures in property and procurement management, completion of finance vouchers, payment submissions, travel requests, and timesheet procedures.

Performs other position related duties as assigned.

Will be responsible for mailing of all program checks from Disbursing Office to all program vendors.

MINIMUM QUALIFICATIONS

*Must possess knowledge of accounting principles and modern techniques.

*Must possess knowledge of modern management and administration practices and principles.

*Must be skilled in the use of office equipment and computers is required.

*Must be able to type a minimum of 50-55 accurate words per minute.

*Must have knowledge of grammar, spelling, and punctuation.

*Must possess excellent accounting and budgeting skills and be able to follow the established tribal procurement procedures.

*The ability to exercise initiative and sounds judgement and to react resourcefully under varying conditions is required.

*The ability to communicate effectively verbally in writing in a courteous and professional manner.

*Must be able to establish and maintain effective working relationships with employees, other agencies and the public.

*Must be willing to participate in training provided by the program deemed appropriate by the supervisor.

* Must be able to plan, organize, and coordinate work in situations with numerous diverse demands.

* Must be able to expedite work where numerous tasks are involved.

*Must be CPR certified or be certified within three months of employment.

*Must demonstrate the ability to work independently and also work well as a team member.

*Must have excellent organizational skills.

*Must have a positive attitude.

*Must possess a willingness to travel as needed to all communities on Cheyenne River.

*Must have a valid Driver's License.

EDUCATION

Preferred two-year

degree in Business or Accounting. Experience may be substituted for education.

EXPERIENCE

Previous bookkeeping experience is required. Two years of experience in office procedures, or accounting principles, which demonstrate the ability to perform the duties required, may be substituted for education.

CONFIDENTIALITY

Confidentiality is very important when working in the health field. It is expected that all matters pertaining to individual problems and/or issues will be kept confidential. This also pertains to personnel issues. Failure to comply will be cause for dismissal.

OTHER

Must be able to pass Federal, State, and Tribal Criminal Background Check in accordance with P.L. 101-647 and P.L. 101-630.

Incumbent is subject to mandatory drug and alcohol testing in accordance with the Cheyenne River Sioux Tribe's Drug and Alcohol-Free Workplace Policy.

Revised 11/26/25