

LOWER BRULE SIOUX TRIBE VOCATIONAL REHABILITATION PROGRAM JOB ANNOUNCEMENT

JOB TITLE: Vocational Rehabilitation Program Director

JOB CLASS: DOE

JOB SUMMARY: To coordinate activities of the Vocational Rehabilitation Program, to insure that the aims, goals, and objectives specified in the grant are accomplished in a timely manner, and within the budget guidelines. The director will work under the supervision of the Tribal Manager or other supervisory position, as assigned.

ILLUSTRATIVE DUTIES:

- Coordinates project activities.
- Supervises project staff.
- Prepares and submits progress reports, according to funding guidelines.
- Ensure that financial reports are completed in a timely manner.
- Develops and establishes work plan and schedules for phase of the program.
- Compiles data for evaluation of the project.
- Compiles data, within the guidelines of the Vocational Rehabilitation grant.
- Performs related duties to ensure the grant will be refunded, for the next fiscal year.
- Performs other related duties, as assigned.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities):

- Advanced knowledge such as demonstrated by a Bachelor's degree in a appropriate field, or equivalent, in terms of seven (7) years of related experience.
- Knowledge of tribal goals and expectations.
- Knowledge of job environment, expectations, typical problems, and solutions that work.
- Knowledge of the Lower Brule Community.

- Advanced knowledge of office procedures,
- Must possess skills in computers and typing.
- Must possess oral and written communication skills.
- Ability to work in a professional manner with the public.
- Ability to get along with, and work with coworkers and all tribal entities.
- Minimum of one (1) year sobriety, preferred.
- Must possess a valid SD state driver's license.
- Must pass a pre-employment background check.
- Must pass a pre-employment drug and alcohol test.
- Preference will be given to qualified, disabled applicants.

TO APPLY, submit tribal application/resume, with all required documents to:

**Human Resources Officer
187 Oyate Circle
Lower Brule, SD 57548**

**OPENING DATE: 10/14/2025 CLOSING DATE: 11/14//2025
@ 4:30pm**

IMPORTANT REMINDER! We utilize the tribal point system. Please submit all pertinent, required documents with your application i.e., copy high school diploma, GED equivalency certificate, college transcripts/degree (if applicable), vocational training/job skills or experiences (if applicable to the position), you feel may help you qualify for this position, driver's license, tribal enrollment verification, and DD-214 Veteran's Preference document (if claiming). Keep in mind, thee above required documents will be utilized in the rating of applicants, and points given accordingly.