

LOWER BRULE SIOUX TRIBE DIABETES, HEALTH & WELLNES PROGRAM JOB ANNOUNCEMENT

JOB TITLE: Database Specialist

JOB CLASS: D.O.E.

JOB SUMMARY: The Database Specialist worker is under the direct supervision of the Diabetes Program Director.

ILLUSTRATIVE DUTIES:

- Provide secretarial/clerical support to the Program Director and other staff/consultants of the LBDH&WP, including typing, filing, telephone reception, greeting public, arranging meetings, scheduling, preparing reports and other duties as assigned.
- Purchase and inventory of office supplies. Securing and updating maintenance agreements for equipment, as needed.
- Monitoring of fitness center in Director's absence.
- Type and submit reports, as guided by Program Director.
- Provide outreach services and transportation to program participants, as needed.
- Some evenings and weekend work required.
- Develop forms to track data.
- Data entry into SDPI Database.
- Perform other duties as assigned by Program Director.

QUALIFICATIONS REQUIREMENTS (Knowledge, Skills & Abilities)

- A high school diploma or GED equivalency certificate.
- Minimum of two years secretarial experience.
- Knowledge of basic office operations and use of office equipment.
- Knowledge of the dynamics of Diabetes is helpful, but not required.
- Some knowledge of IHS patient services, Tribal Policy, and patient confidentiality laws.
- Must be alcohol and drug free. The Lower Brule Sioux Tribe is an Alcohol/Drug Free work place.

- Must have a valid SD state Driver's License, with no major infractions in the past two years.
- Some evenings and weekend work will be required.
- Must pass a mandatory drug test, prior to employment.
- Must pass a Background check, prior to employment.

To apply, submit LBST application/resume to:

Personnel Management Department

187 Oyate Circle

Lower Brule, SD 57458

OPENING DATE: 04/26/2022

CLOSING DATE: 05/10/2022

REMINDER! Tribal point system will be followed. Please ensure that all pertinent, required documents are attached to your application, prior to submitting, i.e. high school diploma/GED equivalency certificate, college transcripts (if applicable), tribal enrollment card, DD-214, if claiming veterans preference, driver's license or any other training certificates you feel will help qualify you for this position. Failure to comply, may result in non-consideration for this position.