



Sinte Gleska University

SICANGU LAKOTA OYATE

PO Box 105, Mission SD 57555-0105

Telephone : (605)-856-8100

www.Sintegleska.edu

ACCREDITED BY
THE HIGHER LEARNING COMMISSION - 1983
RECOGNIZED AS A1994
TRIBAL LAND GRANT INSTITUTION

ESTABLISHED DECEMBER 1970

POSITION DESCRIPTION

Position : Female Transportation Coordinator /Wraparound Coordinator	Department : Tiwahe Glu Kini Pi
Supervisor : TGKP Director	Contract : Full Time - Hourly

Job Summary:

This position is based at Sinte Gleska University Tiwahe Glu Kini Pi. Position reports to the Lead Therapist and Project Director and consults with Ranch Manager. Responsible for coordination of transportation for children and families who receive services at TGKP Office and the SGU Horse Ranch. Also will assist with Wraparound Care coordination.

Duties & Responsibilities:

- Prepare Schedule for all transportation from school/ home and return for children participating in services and camps at TGKP Office and Horse Ranch.
- Provide transportation for children to services as scheduled. Coordinate and schedule other TGKP staff who can assist with transportation as needed from multiple locations.
- Provide supervision for children upon delivery or pickup from program before and after services.
- Manage contacts with caregivers related to transportation and participation in services.
- Schedule vehicle maintenance services as needed for GSA and other TGKP vehicles.
- Maintain GSA and other vehicle record keeping.
- Assist with Wraparound Coordinator/Case Management Services.
- Scan records and enter Case management contacts in EHR.
- Assist with TGKP Community activities.
- Other duties as assigned.

Minimum Qualifications & Experience:

- BA degree in Human Services or 4 years experience working or SGU upper level student seeking BA degree.
- Must have a valid SD driver's license and be insurable.
- Excellent organizational, computer and communication skills.
- Ability and patience to schedule and manage a system for transporting children and families to and from TGKP Services.
- Ability to work with a team of employees.
- Treats children and relatives with respect.
- Knowledge of Case Management Services.
- Knowledge of Lakota Culture, History and Spirituality.
- Must be drug and alcohol free and able to pass a drug test.
- Must be able to pass a background check.

Confidentiality:

The SGU Child & Family Therapist agrees to maintain strict confidentiality regarding FERPA, HIPAA, and the contents of all Sinte Gleska University correspondence, student records, personnel files and fiscal data.

Additional Information:

Sinte Gleska University does not discriminate on the basis of race, color, national origin, sex, religious preference, age, handicap, marital status, political preference, or membership or non-membership in an employee organization, except as allowed by the Indian preference provision of the Civil Rights Act of 1964, as amended.

The SGU employee is responsible for ensuring that his/her personnel file is current with regard to official evidence of educational qualifications and experiences. Failure to do so prior to start of the contract year may result in not receiving compensation commensurate with claimed advancement in promotional steps.

To apply submit a completed SGU job application with a copy of your HS Diploma or equivalent, Resume, Transcripts, Verification of College Degree(s), Certificates, Driver License, Tribal ID or abstract. Submit completed application with attachments to the HR Department. For further information contact Vijayakumar Chebrolu, Human Resource Director @ SGU Administration Building or call 605-856-8261/email vijayakumar.chebrolu@sintegleska.edu. Applications are available on the SGU website under job opportunities. The position is open until filled. Incomplete applications will not be considered.

Updated: September 27, 2024