



*Human Resource
Department
PO Box 538
Fort Washakie, WY 82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Juvenile Probation Officer
EMPLOYER: Eastern Shoshone Department Of Family Services
SALARY: \$21.00
OPENING DATE: October 8, 2020 **CLOSING DATE:** October 21, 2020

POSITION SUMMARY:

Employee will provide provisional services to assist in rehabilitation of youth offenders in custody, or probation and parole within the state of Wyoming. The position will make recommendations for action involving rehabilitation plans and treatment of offenders. Service identification will include conditional release procedures as well as education and employment stipulations within the Wyoming Department of Family Services policy for juvenile service.

QUALIFICATIONS:

- Associates degree in Human Services, Social Work or related field.
- Or (4) four years of work experience in social work, child welfare or criminal justice.
- Must have a valid driver's license and be insurable through the Tribe's vehicle insurance carrier.
- Must be able to pass a criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.
- Employment history must prove credibility and dependability.
- Self-starter completes tasks in a timely manner and must possess the ability to work independently with little or no supervision.
- Ability to understand and execute a variety of complex written and oral instructions.
- Past employment must demonstrate exceptional organizational capabilities.
- Applicant should have knowledge of the Fort Washakie community and resources.

DUTIES AND RESPONSIBILITIES

- Provide non-clinical crisis intervention services.
- Determine juvenile client needs for basic social service.
- Carry a caseload and keep all case file documentation current.

- Work with an institution or facility to develop and monitor a comprehensive plan of treatment for youth in the community (home) and/or placement, including foster or residential care.
- Monitor, assess, and address community service and restitution needs while maintaining a schedule of restitution responsibilities.
- Provide prosocial behaviors and group education sessions in cognitive skills and development.
- Participate in the discharge plan with the facility, youth, and family prior to discharge from the facility.
- Prepare for and testify in court and preliminary hearings, multi-disciplinary team meetings, and family partnership meetings.
- Appear and represent high risk juveniles during pre-adjudication hearings, three month/quarterly reviews, status hearings, and revocation arraignments.
- Interview clients, periodically assessing client needs, and referring clients to community resources or other agency personnel.
- Prepare assessments, design case plans, evaluate progress of participants, determine, and monitor appropriate placements.
- Prepare court reports for foster, pre-dispositional, and social studies.
- Identify aftercare services to help families successfully transition with children coming out of placement.
- Provide intensive supervised probation and ensure compliance with conditions of probation as ordered by the court.
- Ensure compliance with court orders through random chemical screening for substance abuse, home and office visits, employment checks, curfew and school attendance checks and weekly meetings with high risk juveniles and families.

APPLICATION REQUIREMENTS:

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to dshoyo@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - **Supporting documents:** Driver’s License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification.

Telephone calls are not accepted in place of an employment application or letter of interest.

- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.