



Shoshone Tribe  
Human Resource Dept.  
P.O. Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005, Ext. 160  
Fax: (307) 332-9883

## **NOTICE OF EMPLOYMENT**

**POSITION:** Case Worker Assistant  
**DEPARTMENT:** Department of Family Services  
**SUPERVISION:** DFS Director  
**SALARY:** \$15.00  
**OPENING DATE:** 04-01-2019      **CLOSING DATE:** 04-12-2019

### **POSITION SUMMARY:**

This position provides administrative support to the Case Workers to ensure compliance to the children in the foster care system and their families to the reunification process.

### **DUTIES AND RESPONSIBILITIES**

- Participates in case staffing for the purpose of addressing family and child/children needs.
- Provides caseworker with monthly written status reports on the progress of reunification and identifying the needs of assigned family.
- Provides transportation for child/children to identified appointments related to their specific case plan.
- Identifies resources for families that apply to their specific case plan.
- Maintains child/children's Medicare Eligibility, Social Security Records, Birth Records, Tribal Enrollment verification and other required records.
- Monitors, observes and documents all supervised visitations.
- De-escalate or terminate supervised visits if it becomes harmful to the child/children.
- Performs other duties as assigned to maintain and enhance the operation of the program.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The noise level is low to moderate.
- The physical exertion is low to moderate.
- Work is performed in an office setting with frequent outside travel.
- There are frequent employee contacts and interruptions during the day.
- Position may be stressful at times due to the sensitive or confidential issues being addressed.
- Work nights and weekends as needed.

## **QUALIFICATIONS**

- Must have a High School Diploma or GED.
- Associates' Degree in Human Services, Social Services or related field from an accredited college
- Or 4 years' experience working with Native American children and families in a social work setting.
- Have basic knowledge of the principles of parenting and child interaction, case management, child development and social services.
- Required to possess a valid driver's license and **have clearance** for coverage under the Tribe's vehicle insurance plan.
- Must be able to pass 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.
- Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.
- Knowledge and understanding of local Tribal communities, resources and some knowledge of Native American history, culture, traditions, and tribal government.
- Must be able to work under a variety of circumstances and timeframes which will require the worker to have flexibility with their time.
- Must maintain strict confidentiality of all information process through the department including records, reports documents, conversations, etc.

## **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](http://easternshoshone.org) and can be sent via email to [menos@easternshoshone.org](mailto:menos@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 for each position in which you want to be considered for. 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.