



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: Food Distribution Director
DEPARTMENT: Food Distribution Program
SUPERVISION: Shoshone Business Council
SALARY: DOE

OPENING DATE: March 1, 2019 **CLOSING DATE:** March 15, 2019

POSITION SUMMARY:

This is a management position responsible for administrating the United States Department of Agriculture Commodity Food Distribution program by providing USDA food to low-income households living on or near designated areas of the Wind River Indian Reservation through the interpretation and application of defined policy and procedural guidelines.

DUTIES AND RESPONSIBILITIES

- Administers the U.S.D.A. Commodity distribution program in compliance with federal rules and regulations governing the program operations.
- Establishes and implements the administrative process for client eligibility determination including investigates complaints received or irregularities in the handling, distribution, receipt or use of commodities.
- Ensures inventory control, ordering, stocking, and the distribution of commodities are in compliance to the program's policy and procedures.
- Ensures contract compliance and coordination with United States of Agriculture, Wyoming Department of Family Services, Bureau of Indian Affairs Social Services, Social Security Administration, Veteran Administration, the Eastern Shoshone Tribe and Northern Arapaho Tribe to prevent dual participation in similar food or assistance programs.
- Works and communicates effectively with clients and customers to satisfy their expectations.
- Committed to quality services. Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others; relates well to different people from varied backgrounds and different situations.
- Prepares monthly, quarterly and bi-yearly reports and other reports required to or requested by the USDA or SBC.
- Prepares and oversees the program budget, expenditures and purchases to assure fund codes and accounts are in compliance with funding source requirements.

- Supervises and performs annual performance evaluation for the Certification and Warehouse Technician; assesses overall effectiveness and efficiency and provides appropriate incentives, and guidance.
- Responsible to ensure the program stays in compliance with the Eastern Shoshone Tribal policies and operating procedures that govern the Human Resource, Finance, Contracting, Administration, and Property.
- Takes corrective action when fiscal, contracting, human resource or other administrative problems are identified.
- Duties and responsibilities will include other activities and areas as needed to carry out the position functions.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Reaching, crouching, bending, twisting, stooping, kneeling etc. to facilitate various repairs and maintenance activities. Includes occasional ladder climbing and crawling under equipment buildings etc.
- Regularly lift and/or move up to 60 lbs.
- Unexpected weather conditions.
- Operate a fork lift and other equipment as necessary.
- Janitorial duties – mop, swept and maintaining facility free of trash to for insect and rodent control.

QUALIFICATIONS

- Associates degree in Business, Social Science field or related field with two years successful supervisory or responsible service delivery experience.
- Or a High School Diploma or GED with 4 years of successful supervisory or responsible service delivery experience with a related program.
- Must be computer literate in word processing and budgetary programs, and be proficient in business applications and office technologies.
- Must have the ability to effectively communicate with both the service population and funding agencies.
- Must demonstrate competencies in Finance and Human Resource Management.
- Must be responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Eastern Shoshone Tribe conduct them self both on and off the job in a manner that brings credit to the Tribal government.
- 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 and can be sent via email to 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.