



*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: Project Director
DEPARTMENT: Red Feather Eagle Vocational Rehabilitation
SUPERVISION: Eastern Shoshone Business Council
SALARY: DOE/DOQ
OPENING DATE: June 5, 2019 **CLOSING DATE:** July 8, 2019

POSITION SUMMARY:

This is a management position responsible for effective development, implementation and administration of the Vocational Rehabilitation Service Project for American Indians with disabilities. Provides management direction and accountability assuring efficiency of operations, effective administration and quality service delivery.

DUTIES AND RESPONSIBILITIES

- Plans and prepares Resource training programs.
- Reviews and interprets Federal, State, and Tribal codes to ensure that Project implementation conforms to regulations and policies outlined by the Rehabilitative Services Administration and the Tribal Government.
- Develops and modifies Project budget to meet goals.
- Writes new and continuation funding proposals for the Vocational Rehabilitations Project.
- Researches and develops innovative programs to assist American Indians with disabilities to obtain, maintain, and advance in quality employment.
- Designs policies and procedures of new training/education programs according to Tribal, State, and Federal regulations.
- Monitors training sites to determine if programs are beneficial for consumers and are meeting the needs of employers.
- Analyzes rehabilitation programs to determine if they are feasible for implementation on the Reservation and if they will benefit American Indians with disabilities living on or near the Reservation.
- Designs plans for effective rehabilitation service delivery and placement of consumer in competitive employment outcomes.

- Develops outside funding sources and contracts for projects expansion to improve vocational rehabilitation and other rehabilitation services.
- Interprets Federal Regulations and designs Project Policies and Procedures according to Federal guidelines.
- Investigates complaints of discrimination or abuse of consumers by employers or training facilities.
- Assists other projects to implement Community Rehabilitation Programs, Independent Living Projects, and other programs for American Indians with disabilities.
- Responsible for modeling high standards of honesty and integrity in all matters relating to employment with the Eastern Shoshone Tribe; and, are required as a condition of employment to conduct them self both on and off the job in a manner that brings credit to the Tribal government.
- Supervises and motivates program staff. Implement personnel functions for program staff including coordinating specific trainings, performance evaluations, disciplinary actions and grievance discussions.
- Interfaces with Human Resources and Finance to assure the operating procedures governing Tribe are in compliance. Takes corrective action when finance, human resource or other administrative problems are identified.
- Must be able to adapt quickly to change(s).
- Projects a professional attitude and appearance.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Bachelor Degree in Counseling, Human Services, Sociology, Psychology or related field from an accredited College or University with a minimum of (3) three years of experience in rehabilitation grants management and (2) two years of supervisory or leadership capacity.
- Must possess good working knowledge of Vocational rehabilitation and Independent Living Programs.
- Must have experience writing new and continuation proposals for rehabilitation programs.
- Must possess a valid Driver's License and be insurable under the Tribe's auto insurance plan.
- Knowledge of the Privacy and Freedom of Information Act, HIPAA, and other laws applicable to the position.
- Must demonstrate technical competence with health care industry laws, regulations, policy and related subject matter consistent with membership in professional organizations.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- 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

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. 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.