



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 Manager, Early Intervention Program
EMPLOYER: Eastern Shoshone Tribe
SALARY: Per pay schedule
OPENING DATE: April 25, 2016 **CLOSING DATE:** May 9, 2016

QUALIFICATIONS: Associate degree or Bachelor Degree preferred – Education, Special Education, or related field or 2 years experience.

REPORTS TO: Special Education Coordinator.

- A. Prepare, organize, and maintain permanent files in a timely manner.
- B. Schedule, track, document, and perform screenings and evaluations for children ages 0 – 6 years old.
- C. Maintain and monitor Client database electronically, including running reports on the online database system to maintain State requirements.
- D. Type student reports.
- E. Contact parents to obtain required signatures, appointments, and/or meetings.
- F. Track, schedule, and complete required meetings with parents, service providers, and participating agencies. Including Eligibility Determination, IEP, and Transition meetings.
- G. Attend and conduct individual meetings to document the development of IEP's.
- H. Type Eligibility and IEP documents into data system within required timelines and specifications of State and Federal Special Education requirements.
- I. Assist in completing COS forms for children on IEP's.
- J. Attend Black Book Meetings, report an update on all cases, and assist in documenting discussion of children during the meetings.
- K. Prepare paperwork for Transition to Kindergarten meetings or transfer students.
- L. Facilitate correspondence and required documentation between EIP and outside agencies.
- M. Organize, process, and complete Medicaid/Title 19 billing procedures, including signed physicians orders and the facilitation of the required medical appointments with doctors and parents.