



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

JOB ANNOUNCEMENT

POSITION: Child Support Specialist
EMPLOYER: Eastern Shoshone Tribe – Child Support Program
SALARY: DOE
CAREER STATUS: Non-exempt/Regular/Full-Time
OPENING DATE: October 24, 2017 **CLOSING DATE:** Open until filled

POSITION SUMMARY:

The Child Support Specialist performs case management services to establish, modify and enforce orders for child support, medical support, and in-kind services; ensures activities are in compliance with tribal, state and federal regulations 45CFR Parts 286, 302, 309 and 310.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Business Administration, Public Administration, Human Services or Criminal Justice with an emphasis in case management.
- **Minimum Qualifications:**
An Associate's Degree from an accredited college or university in social work, human services, counseling, criminal justice or related field with at least three (3) years' experience in related field or a combination of education and 5 years experience of working knowledge of a State and/or Tribal IV-D Child Support Program, TANF Program and the interplay between the two programs..
- Knowledge of Federal Regulations and Tribal Child Support Program policies, procedures and services.
- Knowledge and ability to understand the laws and court procedures related to paternity establishment, child support obligation and enforcement, divorce/dissolution and child custody.
- Must be culturally sensitive to a diverse Native American population and able to interact tactfully and positively.
- Knowledge of interview techniques, and the ability to establish effective working relationships with the courts, law enforcement, social services agencies and the tribal community/clients.
- Ability to understand and execute a variety of complex written and oral instructions.
- Must be able to pass a criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- **MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE CHILD SUPPORT DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

DUTIES AND RESPONSIBILITIES:

- Reviews initial client applications and case referrals/transfers; requests required documents; verifies and validates child support calculations/computation under the negotiated agreements between the parties.
- Conducts periodic reviews of case files to verify relevant case information is still accurate; reviews child support calculation for accuracy and fairness; develops necessary wage withholding and/or health assignments pleading; makes child support monetary disbursement, monitors for accuracy, makes authorized corrections.
- Assists with the establishment of paternity and initial child support orders, modification and enforcement of child support orders.
- Interviews custodial parents, non-custodial parents, witnesses and other parties to obtain and verify information regarding the case.
- Locates non-custodial and/or custodial parents and assets available to pay child support obligation; verifies party's employment and income.
- Evaluates the financial status of the parties and calculates proposed child support, medical and/or daycare obligation for both parents.
- Communicates and explains child support law/regulations and program services to parties; assists parties in the completion of forms; searches files and other documents for relevant case information.
- Performs hardcopy and electronic case file maintenance function; organizes files; maintains case file oral and written correspondence; reviews case information to determine status and/or necessary actions; assures integrity of data; generates and processes a variety of legal documents to include summons, complaint/petition and other related pleadings; compiles and analyzes data for necessary reporting and/or statistical analysis.
- Performs quality control of assigned cases; reviews hardcopy and electronic case files for accuracy and reliability; makes authorized corrections.
- Confers with other state or tribal IV-D Programs, employers, and other agencies as needed regarding specific and/or general child support cases/issues.
- Participates in court proceedings initiated on behalf of the Eastern Shoshone Child Support Program.
- Reads, analyzes, and interprets all case documents and court order/pleadings; payroll documents and income tax returns and other financial documents for child support obligation determination.

APPLICATION REQUIREMENTS

Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org. Applications can be sent via email to dshoyo@easternshoshone.org or faxed to 307-332-9883 and are accepted 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 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.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.