



*Human Resource Department  
PO Box 538  
Fort Washakie, WY 82514  
Phone: (307) 332-2005  
Fax: (307) 332-9883*

## **NOTICE OF EMPLOYMENT**

**POSITION:** Driver/Outreach Worker  
**EMPLOYER:** Elderly Assistance Program  
**SALARY:** Per Approved Budget

**OPENING DATE:** December 14, 2020      **CLOSING DATE:** December 29, 2020

### **GENERAL STATEMENT:**

Provides services for transportation, information/referral, outreach, in-home aid, chore family support, assists in preparing, and delivering meals to the home bound for the Shoshone Senior Center.

### **QUALIFICATIONS:**

Must have a high school diploma or GED. Will be required to have a valid Wyoming driver's license and be insurable with the Tribes insurance company throughout employment. **MUST BE 21 years old.** Must be in sound health capable of driving for short and long periods of time without any reasonable accommodations. Must have basic computer operations and communication skills. Ability to perform strenuous work activities including lifting and moving heavy objects and work under various weather conditions and environments. Must have or become certified in the Food Safety and Sanitation Course, CPR, and First Aid within six (6) months of employment. Must be able to pass a background check and drug test.

### **DUTIES AND RESPONSIBILITIES:**

- Transports elderly participants to and from their homes to the senior center.
- Provides shopping assistance for program participants. Other trips may include excursions for business or recreational purposes.
- Will obey all traffic laws with particular regard for the safety of the passengers.
- Will assist each elderly person on and off the bus and operates the van/bus wheelchair lift.
- Ensures all passengers use proper restraint devices to secure their safety including wheelchairs.
- Will exercise patience, tolerance, tact and maintain helpfulness, cooperation at all times in dealing with elderly passengers.
- Will help with preparation of meals and deliver lunches to home bound participants.
- Observes the physical status of these participants and determines if there a need for medical assistance and report this information to the Director so appropriate resources can be alerted.
- Will assist with errands and chores related to the program, transporting supplies when necessary.

- Will assist kitchen personnel with serving and cleaning at meal times as needed.
- To follow rotation of delivery routes as assigned to drivers.
- Is responsible for the maintenance of vehicle assigned. To notify Director if vehicle needs major service. Maintains a daily log for the vehicle, recoding mileage, fuel or equipment purchased.
- Provides information/referral services about available public and voluntary services/resources and linkage to ensure the service will be delivered to the clients.
- Assists Director with recreational activities.

### **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 [saragon@easternshoshone.org](mailto:saragon@easternshoshone.org) or faxed to 307-332-9883 until 4:45 PM on the closing date.
  - **Supporting documents:** Driver’s License and Driving Record, 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.