



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Foster Care Coordinator/Case Worker Assistant  
**DEPARTMENT:** Department of Family Services (DFS)  
**SUPERVISION:** DFS Director  
**SALARY:** DOE  
**OPENING DATE:** December 15, 2020 **CLOSING DATE:** December 30, 2020

### **POSITION SUMMARY:**

This position provides administrative support to the Case Worker to ensure compliance to the children in the foster care system and their families to the reunification process.

### **DUTIES AND RESPONSIBILITIES**

- Participates in case staffing for the purpose of addressing family and child/children needs.
- Participates in recruitment and retention of potential foster families.
- Aid potential foster families in completing all required and necessary documentation.
- Submit background checks and central registry screens for potential foster families in the Local Law Enforcement Agencies and Wyoming Central Registry.
- Conducts Home Study and Home Health and Safety Assessments on potential foster family or relative placements as needed by the Caseworkers.
- Completes contracts for Guardianship Subsidies, Group Home, and Foster Care and submit them for payment.
- Provides transportation for child/children's Medicare Eligibility, Social Security Records, Birth Records, Tribal Enrollment verification and other required records.
- Monitors, observes and documents all supervised visitations.
- De-escalate or terminate supervised visits if it becomes harmful to the child/children.
- Provide daily assistance to ESDFS staff with files, reports, coordination of meetings, events, schedules and routine tasks.
- Performs other duties as assigned to maintain and enhance the operation of the program.

## QUALIFICATIONS:

- Must have a High School Diploma or GED
- Associates' Degree in Human Services, Social Services or related field from an accredited college.
- Or 4 years' experience working with Native American children and families in a social work setting.
- Have basic knowledge of the principles of parenting and child interaction, case management, child development and social services.
- Required to possess a valid driver's license and have clearance for coverage under the Tribe's vehicle insurance plan, must be 21 years old.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Must demonstrate ability in interpreting and applying laws, regulations, resolutions, and policies.
- 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](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, 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.