



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Case Worker  
**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 is under the direct supervision of the Eastern Shoshone Department of Family Services (ESDFS) and provides professional social work case management, field work, child transportations, and child protection investigations in conjunction with the local law enforcement on all aspects of child abuse and neglect, including adult protection services for the Wind River Indian Reservation and Eastern Shoshone Tribe. The duties are often under a variety of circumstances and timeframes which will require the worker to have flexibility with their time.

### **DUTIES AND RESPONSIBILITIES**

- Will conduct investigative and fact finding interviews and welfare check/home visits, at time along with law enforcement to access the environmental and social well-being of children within the jurisdiction of the Eastern Shoshone Tribe and prepare written reports of the findings of child maltreatment with the overall focus being child safety.
- Makes recommendation to the Wind River Tribal Court on open child protection cases or other cases involving children and will provide court testimony as needed and will make formal/written requests to open cases of child protection when needed.
- Will prepare home studies and recommend appropriate placements for foster care, relative placement and institutional placement of children as ordered by Wind River Tribal Court.
- Participates in planning and presentation of community events in the prevention and education of child maltreatment as needed.
- Coordinates with Public Health in planning and implanting medical care treatment of eligible children.
- Attends program collaborations, staffing and departmental meetings as directed and needed. Serve as a member of the rotating after hours and weekend 24 hour on-call team for emergency child placement.
- Will serve and is a member of the Child Protection Team and attend all meetings and provide

input.

- Will be responsible for the case management of open child protection cases including current narrative and the maintenance and documentation of information.
- Will provide Adult Protection Services for aging and vulnerable adults.
- Will follow the laws as outlined in the Shoshone and Arapaho Law and Order Code.
- Will perform other duties as assigned by the ESDFS Director
- Maintains strict confidentiality of all information processed through the Department of Family Services including records reports, documents, written and verbal communication, etc.

### **QUALIFICATIONS:**

- Bachelor Degree in Health, Social Work or related work field from an accredited college or university with two years of work experience in child welfare or a combination of education and 5 years work experience in child welfare.
- 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 a 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.
- Employment history must prove credibility and dependability.
- Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.
- Ability to understand and execute a variety of complex written and oral instructions. Past employment must demonstrate exceptional organizational capabilities.
- Applicants should have knowledge of the Fort Washakie community and resources. Must have some knowledge of Native American history, culture, traditions, and tribal government.

### **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.