NOTICE OF EMPLOYMENT

POSITION: Eastern Shoshone Child Support VI-D Director
DEPARTMENT: Child Support Program
SUPERVISION: SBC
SALARY: 60K - based upon qualifications
OPENING DATE: January 27, 2021  CLOSING DATE: March 1, 2021

POSITION SUMMARY:
The ESCSP Director is responsible for over-sight of all ESCSP staff and ensures IV-D Program services are provided in a timely manner. The ESCSP Director is responsible for ensuring necessary data is maintained and reported as required for Tribal and Federal purposes and staying informed on changes in Federal law or policy.

The ESCSP Director objective is to ensure each element of a case is worked properly, including program actions, legal actions, and financial actions. Within the timelines provided for by ESCSP policy and procedures. The ESCSP Director objective is to establish and maintain reporting systems for program and financial data and make timely and accurate reports. The ESCSP Director objective is to establish and track the ESCSP annual budget. The ESCSP Director objective is to resolve any client or employee issues. The ESCSP Director acts as liaison with the State and other Tribal IV-D Programs and as the primary intra-tribal liaison with the Council, Law Office, and other supporting programs such as Enrollment, TANF, and Social Services.

DUTIES AND RESPONSIBILITIES
- Knowledge of Model Tribal System. ESCSP VI-D Director will be responsible for training all employees on updated software and new employees.
- Locate clients and assets
- Gather and document information
- Establish paternity and make child support calculations and recommendations
- Enforcement recommendations and actions
- Prepare for court or other legal action
- Oversee employee’s and required training
• Issue necessary Title VI-D Federal and Tribal reports. Will be responsible for ensuring there are reporting system for tracking program and financial information and will ensure these systems are maintained properly, are accurate, and current. On a quarterly basis, Direct will submit required Tribal and Federal reports.

• Over-sight of program activities. On a quarterly basis, the ESCSP Administrator shall review program files with the Lead Child Support Specialist to identify cases that are not meeting required timelines and the reasons for the delay in service delivery.

• Over-sight of financial matters. On a quarterly basis, review the Client Accounts and staff cases with the Financial Specialist to identify cases that are not meeting required timelines. Create and track the ESCSP VI-D annual budget. Director will develop/modify, track and report expenditures on a quarterly basis, and make any necessary budget modifications. Level of authorized spending: High. The ESCSP Administrator will create an annual budget, track expenditures, and submit final reports.

• Addressing client and employee issues. Review initial decisions on conflict-of-interest and client complaints and issue a final decision, and address employee compliance with the personnel manual of the Eastern Shoshone Tribe and ESCSP policy and procedures.

• Program and Intra-tribal Liaison. Resolve cases issues and conflicts with other IV-D Programs, keep key Tribal entities informed and educated on the needs and requirements of the IV-D Program, and obtain legal advice and assistance when necessary.

• Travel frequency quarterly or more.

• Must maintain strict CONFIDENTIALITY of all information processed.

• Other duties as assigned.

Decision-making responsibility: Annual budget and expenditures, creating and approving final reports on program services, final interpretations of policy and procedures, and final decisions on employment and client issues. Decisions by the ESCSP VI-D Director are subject to review by SBC.

QUALIFICATIONS:
Education: 2 to 4 years of higher education, high school diploma or GED.
Or four (4) years or more of experience in related field
Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.
Must possess a valid driver’s license and be insurable under the Tribe’s vehicle insurance.

Be able to multi-task at a high and efficient level, advanced inter-personal skills, computer skills, and familiar with Model tribe system, Microsoft Word, maintain Excel spreadsheets, professional telephone skills, work independently with limited supervision, research and/or investigative skills, enjoy working with clients and people and be able to maintain composure in potentially high stress circumstances.

Ability to multi-task at an advanced level
Research/investigative and organizational skills
Working well with people in a high stress circumstances
Computer and phone skills
Flexibility to work outside set hours
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 and can be sent via email to 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.