

- Attend program collaborations, staffing and departmental meetings as directed and needed.
- 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 (preferred) or an Associates in Social work or related field with work experience.
- Required to possess a valid driver's license and have clearance for coverage under the Tribe's vehicle insurance plan,
- 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, and policies.
- Employment history must prove credibility and dependably.
- Self-starter completes tasks in a timely manner and must possess the 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 organization 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 and can be sent via email to rferris@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.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AND MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS. ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.