

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

NOTICE OF EMPLOYMENT

POSITION :	Adult Protection Service Worker	
DEPARTMENT:	Department of Family Service	
SUPERVISION:	Department of Family Service Director	
SALARY:	Temporary- Part Time (20 Hours a week)	
OPENING DATE:	9-13-2021	CLOSING DATE: Open Until Filled

POSITION SUMMARY:

Incumbent provides professional social work for adult protection services (APS) by providing case management, fieldwork, investigations in conjunction with the local law enforcement on all aspects of APS for the Eastern Shoshone Tribe. The duties are often under a variety of timed frames and circumstances requiring the worker to have flexibility to meet deadlines

DUTIES AND RESPONSIBILITIES

Adult Protection Services (APS) worker will develop service plans for clients to remedy abuse and neglect, financial exploitation, and to address unmet essential needs of vulnerable and elderly adults.

APS serves adults (age 19 and older) who, due to physical or mental impairments: are unable to protect themselves from abuse, neglect, financial exploitation or other harm; or have no on available who is willing and able to assist responsibility.

Services provided (directly or through referral) may range from safety monitoring, linkages with other service providers (health, mental health, aging, etc.) assistance in obtaining benefits, informal money, management, to appointment as a representative payee, to petitioning a court for appointments as guardian or for some other legal intervention.

- Will be responsible for the case management of open adult protection cases including current narrative and the maintenance and documentation of information
- Will coordinate service with other local and outside agencies
- 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 & Supervisor
- Maintain strict confidentiality of all information processed through the DFS including records, documents, written and verbal communications, etc.

- 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 <u>easternshoshone.org</u> and can be sent via email to <u>rferris@easternshoshone.org</u> or faxed to 307-332-9883 until 4:45 PM on the closing date.
 - <u>Supporting documents</u>: 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 <u>must</u> 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 HIPPAA PRIVACY RULE AD 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.