



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

NOTICE OF EMPLOYMENT

POSITION: Case Manager
DEPARTMENT: Early Intervention Program
SUPERVISION: Special Education Teacher and Program Director
SALARY: Permanent/ Full Time
OPENING DATE: 9-1-2021 **OPENING DATE:** Open Until Filled

POSITION SUMMARY:

A Case Manager serves as a liaison between families, service providers, and teachers to assist children through the referral to evaluation to IEP (Individual Education Plan) process following IDEA - Chapter 7 Laws for children with special needs. A Case Manager continually monitors and maintains all required paperwork using an internet-based system (SEAS), adheres to strict confidentiality practices, and develops professional rapport with outside agencies and parents/guardians for families on the Wind River Reservation and surrounding communities.

DUTIES AND RESPONSIBILITIES:

- Prepares, organizes, and maintains permanent files in a timely manner.
- Schedules, tracks, documents, and performs screenings and evaluations for children ages 0 - 6 years old.
- Maintains and monitors Client database electronically, including running reports on the online database system to maintain State requirements.
- Type student reports in a timely manner.
- Contacts parents to obtain required signatures, appointments, and/or meetings.
- Tracks, schedules, and completes required meetings with parents, service providers, and participating agencies, Including Eligibility Determination, IEP, and Transition meetings.
- Attends and conducts individual meetings to document the development of IEPs and/or to discuss pertinent concerns or information directly related to a client.
- Enters all documents and/or reports into specific data systems within required timelines and/or specifications of State and Federal Special Education requirements.

- Completes COS (Child Outcome Summary) forms for children at entry, transition, and exit. Attends Black Book Meetings, reports an update on all cases, and assists in documenting discussion of children during the meetings.
- Prepares paperwork and participates in Transition to Kindergarten meetings or transfer students.
- Facilitates correspondence and required documentation between EIP and outside agencies within a timely manner.
- Organizes, processes, and completes Medicaid/Title 19 billing procedures, including signed physicians' orders and the facilitation of the required medical appointments with doctors and parents.
- Assists in the preparation of State and Federal reports, file monitors and grants.
- Keeps and maintains required timesheets.
- Keeps and maintains an organized system to ensure timelines are met.
- Transport's children & families safely by the proper use of child restraint systems and obeying all traffic laws.
- Attend and participate in trainings, in-services, staff meetings, special events, possibly outside of regular business hours, as a representative of the Early Intervention Program as requested by the Director.
- Performs other duties as assigned by the Director.

QUALIFICATIONS:

- Must have a high school diploma or GED.
- Bachelor Degree in Education or Human Services field from an accredited College.
- Or 4 years related education and work experience in the delivery of client services.
- Strong communication and interpersonal skills (e.g., nonjudgmental, objective, reflective, empathetic, patient, tactful).
- Ability to establish rapport with families and empower them by building on their strengths. Strong organizational and record keeping skills.
- Ability to work independently and be self-motivated (often in the field).
- Strong computer skills; including e-mail, internet, and reports.
- Must possess a valid driver's license and be insurable through the Tribes insurance carrier.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Maintains strict confidentiality of all information processed through the Eastern Shoshone Early Intervention Program, including records, reports, documents, conversations, etc. A breach of confidentiality will be subject to appropriate disciplinary actions and dismissal from employment.
- Required Covid-19 vaccination.

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 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.