



82514

2005  
332-9883

*Human Resource Department  
PO Box*

*538*

*Fort Washakie, WY*

*Phone: (307) 332-  
Fax: (307)*

### **NOTICE OF EMPLOYMENT**

**POSITION:** Coronavirus (COVID-19) Assistant  
**DEPARTMENT:** Eastern Shoshone Tribal Health  
**SUPERVISION:** COVID-19 Coordinator  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full- Time  
**OPENING DATE:** October 19, 2021    **CLOSING DATE:** Open Until Filled

### **POSITION SUMMARY:**

Minimum Associates Degree or related health care field experience. Strong written and verbal communication skills required. Knowledge of disease management, prevention and treatment services preferred. This position will be utilizing all these skill sets to manage a Coronavirus (COVID-19) response team for Tribal Health. Have knowledge implementing prevention, management, and awareness for COVID-19 within community and programs. You must submit to a pre-employment drug screen and Wyoming Central Registry Background check and have a valid Wyoming Driver's License.

### **DUTIES AND RESPONSIBILITIES**

- Support the Incident command teams in the finalization of the COVID-19 plan of action.
- Develop the Monitoring and Evaluation plan, activity tracking and data collection system, alongside Tribal Health Director, Incident Command Team and Assistant Coordinators.
- Develop monthly reports against the plan of action, and project reports.
- Liaise with COVID-19 technical team and incident command team, to ensure support is being adequately provided and activities are ongoing.
- Facilitate the coordination between incident command team and Tribal Health Department and share project related information regularly.

- Support in the coordination of the COVID-19 incident command team meetings, define action points, and follow up on its achievements.
- Work closely with Incident Command Team to present information and reports about the progress of the COVID-19 program for Eastern Shoshone Tribe.
- Provide training and educational session on COVID-19.
- Perform other project related tasks as necessary.
- Collaborate with local healthcare facilities Tribal and Non-Tribal with contact tracing and testing if applicable.
- Collaborate with State, County, and Tribal relations pertaining to Eastern Shoshone Tribal Health agreements.
- Attend Training and briefings dealing with COVID-19.
- Perform other duties as assigned to maintain and enhance the operation of the Program.

#### **QUALIFICATIONS:**

- Associate's degree in related field or fields and/or work experience in related field.
- Three years of managerial work experience.
- Self-starter, completes tasks in a timely manner and possess the ability to work independently with little or no supervision.
- Ability to maintain effective working relationship with providers and ancillary staff in addition to the community.
- Other specialty trainings, if needed for the program.
- Excellent verbal and written communication skills.
- Ability to understand and execute a variety of complex written and oral instructions.
- Knowledge of disease management, prevention and treatment services preferred.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle auto insurance.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.

Applicant must submit to a pre-employment drug screen and Wyoming Central Registry Background check and have a valid Wyoming Driver's license.

#### **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 [rferris@easternshoshone.org](mailto: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.