



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

NOTICE OF EMPLOYMENT

POSITION: Restoring Shoshone Foods Ancestral Food Gathering Coordinator
DEPARTMENT: Eastern Shoshone Tribal Health
SUPERVISION: Eastern Shoshone Tribal Health Director
SALARY: \$ 25.00 Per Hour
OPENING DATE: December 5, 2022 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

Despite great loss in gathering and consumption of traditional foods among indigenous communities, there is great hope for reclaiming and preserving knowledge. The Restoring Shoshone Ancestral Food Gathering (RSAFG) is a community group leading grassroots efforts on the Wind River Reservation to reclaim Shoshone ancestral foods and promote food sovereignty.

The RSAFG promotes community efforts to reclaim ancestral foods. Planning, collecting plants together, processing and preserving plants, and storing plants in a central location in Fort Washakie are activities of the RSAFG since 2016. Meet monthly for community plant gathering and processing events as well as advisory meetings to guide activities. Post pandemic, continued meetings to keep moving ahead with goal of identifying traditional plants, preserving knowledge from elders, and making information accessible to community members. Support plant gathering, processing, preserving, and preparing recipes from traditional foods as well as storage containers (deep freezer and storage cabinet).

DUTIES AND RESPONSIBILITIES

- Work directly with the RSAFG for duties and tasks related to community efforts to preserve historical knowledge of traditional and medicinal uses of.
- Awareness of disease prevention, intervention and health education cultural healing.
- Knowledge or willing to learn of disease management prevention.
- Other duties required by the Eastern Shoshone Tribal Health Director and RSAFG.

QUALIFICATIONS:

- Interested individuals searching for training and willingness to learn will be considered
- Must comply with HIPAA and patient confidentiality.
- Excellent oral and written communication and excellent computer skills.
- Self starter, completes tasks in a timely manner and possess the ability to work independently
- Ability to understand and execute a variety of complex written and oral instructions.

- Required to possess a valid driver's license and be insurable under the Tribe's vehicle auto insurance.
- Must be able to pass a criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.
- Must be first aid CPR Certified within the first 90 days of employment.
- Must be physically fit (Kneeling, walking, hiking, digging.)
- Must be able to lift at least 40 pounds.

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.

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.