



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

NOTICE OF EMPLOYMENT

POSITION: 477 Benefits Specialist
DEPARTMENT: Eastern Shoshone Tribes 477 Program
SUPERVISION: Eastern Shoshone Tribes 477 Program Director
SALARY: Depending on Experience
STATUS: Permanent- Full Time
OPENING DATE: January 19, 2023 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Benefits Specialist provides eligibility for cash assistant clients. This position reports to the 477 Director and or to the Assistant 477 Director. Incumbent provides financial and professional guidance, organizes and analyzes relevant personal information with participants. Provides standard technical production services and or the organization of data and information that supports others.

DUTIES AND RESPONSIBILITIES

- Provides support to the economic assistant programs which includes: Cash Assistance, Child Care, Job Placement, Training, and Native Employment Works (NEW).
- Conduct interviews with potential clients to determine eligibility and authorize benefits.
- Maintain computer database and enter information to determine assistance eligibility. Duties may include maintaining certain program statistical information. Process benefits in a timely manner and apply both related state and federal criteria for applicable program services.
- Enter Case notes and file in a timely manner.
- Validate claim payments for accuracy.
- May assist with investigation, home visits and court hearings.
- May coordinate services and refer clients to outside agencies sources.
- Interview and assist client to coordinate case status change.
- Promote public awareness and support for the need for welfare reform consistently emphasizing the positive elements of participant self-sufficiency.
- Maintain professional working relationship with other tribal, county, and federal agencies.
- Other duties as assigned.

QUALIFICATIONS:

- Any combination of training and experience equivalent to social work, sociology, business administration, public administration or related field. Position requires two years of social services related experience and working with the public.
- Must have a valid drivers license.
- Must be willing to submit to a background check and an pre employment drug test.

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.