



*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:** Eastern Shoshone Tribes Early Intervention Program  
**SUPERVISION:** Special Education Coordinator and/or director  
**SALARY:** Depending on Experience  
**OPENING DATE:** February 13, 2023    **CLOSING 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.
- Assists to schedule screenings for children ages from 0-5 years, 11 months old.
- Maintains and monitors client database electronically, including running reports on the online database system to maintain State requirements.
- Completes and compiles evaluation reports.
- Contacts parents to obtain required signatures, appointments, and/ or meetings with parents, service provides, and participating agencies. Attend and conducts individual meetings to document the development of IEPs and/or IFSP's to discuss pertinent concerns or information directly related to a client.
- Enters all documents into specific databases promptly meeting specifications of State and Federal Special Education requirements.
- Attends service coordination meetings to assist in updates on all cases and assists in documenting discussion of children during the meeting, such as referrals.

- Prepares paperwork and participates in Home to Preschool transitions, transition to kindergarten meetings or transfer students.
- Facilitates correspondence and required documentation between EIP and outside agencies within a timely manner.
- Organizes, process, 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 time and effort log.
- Keeps and maintains an organized system to ensure timelines are met.
- Occasionally transports children and families safely through proper use of child restraint systems obeying all traffic laws and rules of the road as needed.
- Attend and participate in trainings in service that are provided.
- Attend and participate in monthly staff meetings.
- Attend and participates in special events, possibly outside of regular business hours as a representee of the Ealy Intervention Program as requested by the Director.
- Perform other job-related duties as assigned by the Director.

## **QUALIFICATIONS:**

### **Minimum Qualifications:**

- Associates degree or Bachelor Degree preferred.
- Strong communication and interpersonal skills (Non-judgmental, objective, reflective, empathetic, patient, tactful).
- Ability to establish rapport with families and empower them by building on their strengths.
- Strong organizational record keeping skills.
- Ability to work independently and be self-motivated
- Strong computer skills, including email, 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.

### **Preferred Qualifications:**

Education and/or Special Education, related field with 2 years of experience.

## **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.

### **APPLICATION REQUIREMENTS:**

**MUST COMPLY WITH HIPAA 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.