



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** EST Children's Lodge Operations Manager  
**DEPARTMENT:** Eastern Shoshone Children's Lodge  
**SUPERVISION:** Eastern Shoshone Children's Lodge (ESCL) Director  
**SALARY:** Depending on Experience  
**OPENING DATE:** March 28, 2023 **CLOSING DATE:** Open Until Filled

### **POSITION SUMMARY:**

This position is under the direct supervision of the Eastern Shoshone Childrens Lodge (ESCL) Director. The Operations Manager will provide supervision and oversight of the Childrens Lodge and staff. The Operations Manager will work closely with the Director to implement the operations of the Childrens Lodge and provide oversight of employees. Operations Manager will be responsible for duties related to the safety and will being of the residence.

### **DUTIES AND RESPONSIBILITIES**

- The Operations Manager is under the direct supervision of the (ESCL) Director.
- Will provide supervision of the group homes daily operations and provide supervision to the direct care staff including work schedules.
- Ensure all operations are carried out in an appropriate, cost-effective way.
- Improve operational management systems, process, the best practices.
- Purchase materials, plan inventory, and oversee efficiency.
- Be responsible for billing invoices, tracking expenditures, and other duties related to finance.
- Build alliances and partnerships with other organizations. Exceptional writing skills are required for financial requests and reports.
- Promote and encourage top performance and high morale for all staff. Confidentiality must be held in high regard for all employees.
- Assist and provide feedback on important policy, planning and strategy decisions for the best interest of the group home.
- Implement the operational policies and procedures.
- Work with the ESCL Director to implement short- and long-term goals.
- Support worker communications and as a team, while providing an excellent home environment for children to thrive.
- Employees are required to complete a random urinalysis test at any time during employment.

- Must hold a current CPR & First Aid Certification.
- All other duties as assigned.

### **QUALIFICATIONS:**

- Bachelors Degree in Social Work, Health and or Human Services, Business Administration, or related field from an accredited college or university, or at least 5 years of work experience in child welfare, working with families, or experience in business administration.
- Valid drivers license is required and have clearance for coverage under the Tribes vehicle insurance plan.
- Must be able to pass criminal background checks under the Indian Child Protection and Family Violence Act, Adman Walsh Act, and the Wyoming Central Registry Against Child Abuse and Neglect along with local law background checks.
- Employment history must prove credibility and dependability. Provide (2) reference letters of character with the application and resume.
- Self- Starter completes tasks in timely manner and must possess the ability to work independently with little or no supervision.
- Ability to understand and execute a variety of complex written oral instructions. Past employment must demonstrate exceptional organizational capabilities and technology efficiency.
- Experience with grant writing or excellent writing skills is a plus.
- Applicants should have knowledge of the Fort Washakie community and resources.
- Tribal Preference applies.

### **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.