NOTICE OF EMPLOYMENT

POSITION: EST Children’s Lodge - Overnight Direct Care Staff
DEPARTMENT: Eastern Shoshone Children’s Lodge
SUPERVISION: ESCL Operations Manager
SALARY: Depending on Experience
OPENING DATE: March 28, 2023
CLOSING DATE: Open Until Filled

POSITION SUMMARY:
This overnight staff reports directly to the Operation Manager. There must be one Overnight Staff employee on duty who will supervise the residents during the nighttime sleeping hours.

DUTIES AND RESPONSIBILITIES
• Follow the overnight checklist.
• Do intake on entry of new residents or exits.
• Do bedroom checks of residents every 15 to 20 minutes during night hours on a random, unscheduled basis. The exact time of the check shall be documented in an overnight log.
• Contact the on-call Administrative Staff in the event additional care and or supervision needs to be provided to a resident in crisis during the nighttime hours to make sure residents are in their rooms asleep during the nighttime sleeping hours.
• Immediately notify Operation Manager of any incidents or Critical Incidents that occur during the shift.
• Cooperate with all staff to assure the individual needs of residents are being met.
• Documents as required by the position.
• Answer the telephone.
• Follow the ESCL policies and procedures. Be responsive to cultural differences in the services population.
• Carry out duties assigned by the Operation Manager.
• Attend staff meetings.
• Maintain confidentiality as required by the law.
Advocate for healthy youth and families.

Monitor and check the alarm system nightly in order to prevent tampering.

QUALIFICATIONS:

- High School Diploma or G. E. D) experience working in a group home setting or similar environment.
- At least 25 years of age.
- Good interpersonal skills.
- Physical, emotional, and mental health adequate to perform duties.
- Obtain and Maintain CPR/ First Aide.
- Required to possess a valid driver’s license and have clearance for coverage under the Tribes vehicle insurance plan.
- Must be able to pass a criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Must be able to pass a Wyoming Central Registry background check.
- Must demonstrate ability in interpreting and applying laws, regulations, and policies.
- Applicants should have knowledge of the various Eastern Shoshone Tribal agencies and partner organizations.
- Tribal Preference applies.
- Strictly adhere to the ESCL Policy and Procedures.

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.

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.