



*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 - 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](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 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.