



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

### **NOTICE OF EMPLOYMENT**

**POSITION:** IIM Case Manager Coordinator  
**DEPARTMENT:** Eastern Shoshone Tribe's Department of Family Services  
**SUPERVISION:** Eastern Shoshone Tribe's Department of Family Services  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** April 13, 2023      **CLOSING DATE:** Open until Filled

### **POSITION SUMMARY:**

Incumbents applies general knowledge of programs and resources within the Eastern Shoshone Department of Family Services, Bureau of Indian Affairs, Federal, State and local agencies, Monitoring & maintaining IIM accounts for enrolled members of the Eastern Shoshone Tribe (in need of financial assistance, non-compos mentis and minors) working with IIM account holders and/ or guardian(s) requesting for a distribution plan. Practicing procedures regarding IIM accounts, stated within the 25 Code of Federal Regulations Part 115.00.

### **DUTIES AND RESPONSIBILITIES**

- Must possess general interviewing skills, conduct interviews, home visits and collateral contacts.
- Will monitor and maintain case records and prepare distributions plans according to guidelines listed in 25 C.F.R Part 115.00.
- Maintain a per capita withhold list that is submitted monthly to the Bureau of Indian Affairs.
- Work through plans for the best use of clients IIM account for those in need of such assistance in handling their money.
- Provide services to individuals who are non-compos mentis, determined to be in need of assistance in managing their affairs and minor children.
- Incumbent will make recommendations to the Wind River Agency Superintend on requests for funds in accordance with the Social Service Assessment.
- Other duties as assigned.

## **QUALIFICATIONS:**

- Any combination of training and experience equivalent to a Bachelor's Degree in Health.
- Any combination of training and experience equivalent to a Bachelor's in Social Work or related field.
- PLUS, two years of work experience in child welfare and proficiency in the techniques, methods, theory and practices of social work.

## **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.