NOTICE OF EMPLOYMENT

POSITION: Data Entry Clerk
DEPARTMENT: Early Intervention Program
SUPERVISION: Early Intervention Director and/or Special Education Coordinator
SALARY: Depending on Experience
OPENING DATE: July 20, 2023  CLOSING DATE: August 7, 2023

POSITION SUMMARY:
This position is under the direct supervision of the Early Intervention Program and Special Education Coordinator. A data entry clerk’s main responsibility is to transfer required information in an organized and efficient manner through a team-based approach.

DUTIES AND RESPONSIBILITIES:
• Transfer data into computer systems in an organized matter maintaining accurate and up to date information.
• Assist “screening team” in verifying information for community screening events and individual screenings.
• Mail completed screening information to families.
• Coordinate & schedule developmental screenings with families, including follow up and/or rescreening.
• Ongoing filing into active files, monitor files, and exit files.
• Typing, editing, and printing of confidential paperwork with accuracy onto a state of Wyoming database (internet)
  ○ Individual Family Service plans.
  ○ Individual Education Plans.
  ○ Service Logs.
  ○ Screening information.
  ○ Referral information.
  ○ Other additional data.
• Obtain current insurance information for title 19 billing and/or communication with families with medical follow up.
• Actively participate in monthly staff meetings and/or team meetings.
• Relay accurate insurance information for title 19 billing and/or communicating with families with medical follow up.
• Maintain an accurate & timely information to team members, supervisors and/or director
• Maintain an accurate time log/time sheet.
• Occasionally provide parent/child transportation using a program vehicle following WY car seat laws.
• Participate in community events/activities as representee of EIP outside of regular business hours.
• Adhere to WY Mandatory Reporting laws.
• Maintain strict confidentiality for children & families.
• Other job-related duties as assigned by the director.

QUALIFICATIONS:
• High school degree or equivalent.
• Great attention to detail.
• Written and customer service skills.
• Excellent knowledge of office equipment and computer hardware (MS Office Word, Excel, etc.)
• Proven experience in data entry.
• Current & clean driving record.

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:
  o Dates of previous employment
  o Reason for leaving previous employment
  o 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.
  o 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.