



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

NOTICE OF EMPLOYMENT

POSITION: Certification Distribution Clerk
DEPARTMENT: Food Distribution
SUPERVISION: Food Distribution Director
SALARY: \$15.00 P/h
OPENING DATE: September 20, 2023 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

This position provides general support service to certification of applicant eligibility and distribution of USDA food to low-income households living on or near designated areas of the Wind River Indian Reservation.

DUTIES AND RESPONSIBILITIES

- Responsible for certification documentation and records for all eligible clients.
- Maintains the pertinent certification records for eligible clients of the Food Distribution Program Provide eligibility information to potential households through various methods of outreach activities.
- Informs participants of dual participation.
- Assists the director in the preparation of payment of bills, ordering of supplies, and correspondence and other secretarial duties.
- Assists in the distribution of commodities, stocking, restocking conducting proper tally of shipments received and inspect all produce and commodities for damage and use of proper storage.
- Assists in keeping the storage facilities clean, mopped and swept.
- Assists in the transportation of commodities to elderly and persons with disabilities.
- Must be able to follow the FNS 501 Handbook which provides Indian Tribal Organizations and state agency guidance on the administration of the Food Distribution Programs. The handbook covers all aspects of the program including financial management, certification of households, food ordering and inventory control.
- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Must have High School Diploma or GED equivalency.
- Must have knowledge of the Wind River Indian Reservation, community and residents.
- Must have valid Wyoming Driver's License and be insurable through the Tribes insurance.
- Shall be able to perform strenuous work activities such as lifting moving heavy objects of up to 50 lbs., and work under various weather conditions and environments.
- Shall be able to operate a variety of standard office equipment; calculator, copiers, fax machine, and desktop computers.
- Be able to understand and execute complex written and oral instructions.

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 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.

