



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

NOTICE OF EMPLOYMENT

POSITION: Victim Advocate/Administrative Assistant
DEPARTMENT: Eastern Shoshone Tribe's Victim Services
SUPERVISION: Eastern Shoshone Tribes Victim Services Director
SALARY: Depending on Experience
OPENING DATE: September 11, 2023 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Eastern Shoshone Tribe's Victim Service serves all victims of domestic violence, sexual assault, and stalking on the Wind River Indian Reservation. Incumbent will assist the Program Manager with administrative tasks and will server survivors of domestic and sexual assault as need.

DUTIES AND RESPONSIBILITIES

- Serves as an advocate for all victims of domestic violence, sexual assault, and stalking on the Wind River Indian Reservation without discrimination
- Provide crises intervention, coordinate emergence shelter and supportive services, submit protection orders and provide accompaniment to hearings, transport clients, and provide other advocacy services as needed.
- Maintain program vehicle by scheduling repairs and following maintenance schedule to ensure the safety and performance of the vehicle.
- Serve as a resource for prevention education information, including providing community partners with domestic violence and sexual assault training and maintaining and distributing prevention material as needed.
- Attend community meetings, events, and resource fairs under the direction of the program manager.
- Support the program manager as needed in credit card reconciliation, managing purchase orders and accounts payable invoices, preparing travel documentation, monitoring grant timelines, and preparing grant reports.
- Maintain records and submit statistical information.
- Help maintain the cleanliness of the office and program vehicle.
- Use Microsoft Office Software including Word, Excel, PowerPoint. Publisher and Outlook proficiently to create and modify office documents.

QUALIFICATIONS:

- Prefer Associate's degree in Human Services, Criminal Justice or equivalent field of study,
- Prefer Minimum of 3 years' experience with Domestic Violence/Sexual Assault programs.
- Valid Driver's License and liability insurance including having clearance for coverage under the Tribe's 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.
- Knowledge and understanding of local Tribal communities, outreach services, resources and some knowledge of Native American history, culture, traditions, and tribal government.
- An understanding of women's issues, particularly those regarding violence against women.
- Skilled in public speaking, written and oral communication, and interpersonal relations.

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.

