



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

NOTICE OF EMPLOYMENT

POSITION: Human Resources Benefit Specialist
DEPARTMENT: Human Resources
SUPERVISION: Human Resources Director
SALARY: Depending on Experience
OPENING DATE: January 3, 2024 **CLOSING DATE:** Open Until filled

POSITION SUMMARY:

Incumbent is responsible for managing and administering the Eastern Shoshone Tribe's employee benefits.

DUTIES AND RESPONSIBILITIES:

- Performs enrollments, terminations, and changes in group benefits programs.
- Audit and reconcile benefit enrollments, premiums, deductions, and arrears.
- Prepares and maintains employee benefit files in compliance to HIPAA.
- Monitors and complies with the Affordable Care Act and Employer Mandate requirements including tracking employee beginning and ending dates, hours worked, job status, dependents, voluntary benefits, and other employee-related information.
- Coordinates census reports and periodic reporting requirements as needed.
- Assists employees with basic benefit questions and claims in a timely manner.
- Responds to unemployment claims and workmen's compensation.
- Develop and conducts benefits training for departments as needed.
- Knowledge of Fair Labor Standards Act (FLSA) and other applicable federal, state, and local laws.
- Benefits administration knowledge
- Duties and responsibilities will include other activities and areas as needed to carry out Special projects as assigned by the Human Resources Director.

QUALIFICATIONS:

- Must have a High School Diploma or GED
- An Associate's Degree in Business or Accounting or in a related Human Resources field

from an accredited university/college

- Or three (3) years of successful business office experience in Human Resource administration.
- Applicants must be willing to work in a fast-paced office environment and demonstrate a successful work history in positions where the following skills were applied: Multi-tasking, computer operations Office Applications including Word, Excel, HR management software, database systems) office procedures, filing, ability to work independently with little supervision, good judgment, ability to understand and execute a variety of complex written and oral instructions, strong written and verbal communication, and team working skills
- Employment history must prove credibility, dependability, and exceptional organizational skills. Reference checks will be completed.
- Knowledge of the Privacy and Freedom of Information Act, HIPAA, and other laws applicable to the position

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.