



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Community Health Representative - Generalist  
**DEPARTMENT:** Eastern Shoshone Tribal Health  
**SUPERVISION:** Eastern Shoshone Tribal Health Director/ CHR Supervisor  
**SALARY:** Depending on Experience  
**OPENING DATE:** January 2<sup>nd</sup>, 2024 **CLOSING DATE:** Opened until Filled

### **POSITION SUMMARY:**

The Community Health Representative (CHR) Generalist will provide individual and group educational services to clients as well as perform assistance to Tribal Health staff where applicable. Must have an excellent driving record and valid driver's license.

### **DUTIES AND RESPONSIBILITIES**

- Will assist and help ESTH staff.
- Maintain files for Community Health Program.
- Will transport out of county clients when necessary
- Submit PCC's and Monthly reports as required.
- Will transport clients out of state for medical appointments for all departments under Tribal Health when necessary.
- Will obtain weekly vehicle records
- Clean and maintain GSA/Tribal Vehicles.
- Other duties as assigned by Supervisor.

### **QUALIFICATIONS:**

- Prefer two years' experience in health or health related field.
- High school Diploma or G. E. D.
- CPR and First Aid Certified with 90 days of employment.
- Must have basic knowledge of disease prevention, intervention and health education.
- Must comply with HIPPA and patient confidentiality.
- Must submit to a pre-employment drug test and back ground check.
- Must submit current driving report for DMV upon application submission.
- Excellent oral and written communication and excellent computer skills.
- No felonies or DUI Convictions within the last 3 years.
- Must have a valid driver's license.

- Must be able to lift at least 40 lbs.

### **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 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.

### **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.