



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

NOTICE OF EMPLOYMENT

POSITION: Child Support Specialist
DEPARTMENT: Child Support
SUPERVISION: Child Support Director
SALARY: Depending on Experience
OPENING DATE: March 8, 2024 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Child Support Specialist performs case management services for assigned child support cases. The role of this position is to investigate and analyze child support cases and initiate appropriate actions to establish, maintain and enforce support payments for dependent children in accordance with applicable Tribal, Federal and State Laws, rule and regulations.

DUTIES AND RESPONSIBILITIES

- Reviews initial client application and other IV-D program referrals/transfers to determine case complexity.
- Responsible for the maintenance of a child support order and monitor client fiscal activity for the Title IV-D Child Support Service Program (TCSSP).
- Interviews both custodial & non-custodial parents, witnesses and other parties to obtain and verify information regarding the case. To establish the needs of each client' collects and analyzes and interprets information to determine client eligibility for child support services.
- Locates non-custodial and/or custodial parents and assesses ability to pay child support obligation by verifying each party's employment and income situation.
- Evaluates the financial status of the parties and calculates proposed child support.
- Investigates non-support inquiries, prepares cases, interviews custodial and non-custodial parents, and locates a non-custodial parent.
- Initiates legal mandates for child support where none exists.
- Receives and processes referrals for location of non-custodial parents in non-support claims. Using investigative techniques and a range of tribal, state, federal and other resources; pursues new leads as the case develops.
- Interviews non-custodial parent in order to provide information and advice concerning program policy, procedures and guideline as they relate to child support obligations, collection, and distribution.
- Initiates legal action and/or genetic testing to determine and/or establish paternity.
- Uses administrative proves and/or legal referral for the establishment of child support and/or medical support orders.
- Evaluates non-custodial parent's income and expense to compute the child support obligation amount.
- Initiates enforcement action on non-paying child support cases by making phone calls to non-paying

parents, filing order issuing income withholding order, filing liens of various types, and filing prosecuting attorney and interstate referrals.

- Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Must have a Bachelor's Degree in any discipline or an Associate's Degree with at least two year's work experience in a similar field.
- Preference with course work emphasis in social work, psychology, criminal justice, human resources, paralegal, law enforcement or related field which may substitute for a Bachelor's Degree.
- Working knowledge of computer programs including Microsoft, excel and federal systems.
- 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: multitasking, computer operations including database systems.
- Ability to work independently with little supervision with good judgment.
- Ability to understand and execute a variety of complex written and oral instructions.
- Strong written and verbal communication, and team working skills. Incumbent must have skills in interviewing, negotiation and reaching agreement and to explain information clearly about statutes, rules and regulations.
- This person must exercise excellent judgement and use discretion in applying rules and policies in certain situations that are not routine.

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.