



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

NOTICE OF EMPLOYMENT

POSITION: EST Children's Lodge - Direct Care Staff
DEPARTMENT: EST Children's Lodge
SUPERVISION: ESDFS Director
SALARY: Depending on Experience

POSITION SUMMARY:

This position is under the direct supervision of the Eastern Shoshone Children's Lodge (ESCL) Director. Direct Care Staff provide direct care to children placed in the Children's Lodge. Direct Care Staff shall complete other duties that include: case management, direct care for children, providing transportation, attending and scheduling appointments, and/or attending meetings.

DUTIES AND RESPONSIBILITIES

- This position requires the employee to have excellent communication skills and work under pressure in times of emergencies. The position duties are often under a variety of circumstances and required to have flexibility with work schedules.
- To maintain a happy and healthy home-like environment within the Children's Lodge, while providing structure, supervision, and safety for children and staff.
- Follow the EST Children's Lodge policies and procedures.
- Adhere to the EST Employee Handbook and adhere to the Children's Lodge policy and procedure manual.
- Perform necessary duties that facilitate a safe and healthy environment for the children, youth and families served.
- Strictly follow Nutrition Guidelines for meals.
- Prepare and serve breakfast, lunch, snacks, and dinner.
- Assist the Operations Manager in planning menus.
- Assist the Operations Manager with developing weekly shopping lists on Google Docs.
- Participate and conduct Children's Lodge screenings, evaluations, intakes, reviews, and exit plans.
- Ensure that all required documentation is properly completed, using the ESCL procedural standards, before the end of each shift.
- Teach healthy living skills through group work, role modeling, and individual service plans.
- Facilitate social skills, education, and wellness groups.
- Transport all residents to medical, dental, vision, and counseling appointments.

- Appointments will need to be well-communicated and documented for accurate information on each child.
- Assist the Operations Manager to develop a wellness and recreation schedule
- Transport and closely monitor children and youth at community events or outings
- Ensure that care of sports equipment, games, etc. is proper.
- Ensure that recreational plans are submitted for approval to the Director prior to departure.
- Ensure that agency vehicles are routinely scheduled for maintenance every 5,000 miles and kept clean at all times.
- Accurately document and administer medication daily or as needed for residents.
- Immediately notify and document all incidents or critical incidents that occur during the shift prior to the end of your shift.
- Collaborate and work professionally with other agencies.
- Attend MDT, Court Hearings, or School meetings when necessary.
- Maintain HIPAA confidentiality of all residents at all times and sign the Statement of Confidentiality Agreement.
- Attend and participate in all staff meetings.
- Attend mandatory continuing education training that relates to direct care.
- Assist and work with the Operations Manager to carry out all duties assigned.
- Maintain open communication with all co-workers, Operations Manager, and ESDFS Executive Director.
- Assist in coordinating with outreach services when needed, i.e.: support groups.
- Be available to work any shift in emergency situations or as required by the Operations Manager.
- Direct Care Staff will adhere to an appropriate dress code, per the ESCL Dress Code 1.2.23.
- Maintain healthy boundaries with residents.
- Strictly adhere to the ESCL POLICY AND PROCEDURES.
- Must hold a current CPR & First Aid Certification.
- Employees are required to complete random urine analysis testing at any time during employment, per the ESCL DRUG TESTING POLICY (1.23.23).

QUALIFICATIONS:

- Must possess an Associates Degree in Human Services, Social Services Work, or a related field, or provide a High School Diploma or equivalent, or have a 5 years of work experience in child welfare, or working with children you and families.
- Required to possess a valid drivers license and have clearance for coverage under the Tribes 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.
- Must be able to pass a Wyoming Central Registry background check.
- Must demonstrate ability in interpreting and applying laws, regulations, and policies.
- Applicants should have knowledge of the various Eastern Shoshone Tribal agencies and partner organizations.
- Must have some knowledge of Eastern Shoshone History, culture, traditions, and tribal government.

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.