



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

### **NOTICE OF EMPLOYMENT**

**POSITION:** Job Coach/Transportation  
**DEPARTMENT:** Red Feathered Vocational Rehabilitation  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** July 22, 2024      **CLOSING DATE:** Open until Filled

### **POSITION SUMMARY:**

Provide professional assessment in working with VR consumer and Employer to provide a positive outcome for employment. To Job Shadow work experience for VR consumer. This position is under the direct supervision of the Project Director.

### **DUTIES AND RESPONSIBILITIES**

- Assist Project Director to meet Project compliance.
- Gather appropriate consumer information on work history in order to comply with work experience and or employment opportunities.
- Must be able to work with consumer to develop job goals with clear outline objectives, measurements, and responsibilities in order to successfully meet their vocational goal.
- Collaborate with Project Director and provide education to potential employers regarding reasonable accommodation for persons with disabilities and compliance with ADA.
- Participate in project, private and state continuing education and other trainings as deemed necessary-
- Must be able to communicate both written and orally to effectively implement policy procedures in a timely manner and organize manner to accomplish specific team/ work objectives.

## **QUALIFICATIONS:**

Bachelor's degree in Vocational Rehabilitation counseling, social services, education, psychology or other related field. Two years of experience in counseling, working in public services and experience in documenting, accountability and reporting project activities. Must submit to a drug test.

## **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](http://easternshoshone.org) and can be sent via email to [lmorgan@easternshoshone.org](mailto:lmorgan@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.