



*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
SALARY: DOE
OPENING DATE: July 10, 2024 **CLOSING DATE:** Open Until Filled

QUALIFICATIONS:

Prefer two years experience in health or health related field and High School Diploma or G.E.D. CPR and First Aid certified with 90 days of employment. Must have some knowledge of disease prevention, intervention and health education. Must comply with HIPPA and patient confidentiality. Must submit to drug screening and submit current driving report for DMV upon application submission. Excellent oral and written communication and excellent computer skills.

DUTIES AND RESPONSIBILITIES:

- Will assist and help co-workers
- Maintain files for CHR and Diabetes 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.

Other:

- No felonies or DUI Convictions within the last 3 years.
- Must have a valid driver's license.
- Must be first aid and CPR Certified within the first 90 days of employment/
- Must submit to a drug screening.
- Must be physically fit.
- Must be able to lift at least 40 lbs.

Application Requirements: Submit a complete application with supporting documents to Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514. Applications are available online at easternshoshone.org and can be sent via email to 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. **Indian preference applies.**

Applicants who have a current application 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.**

Applicants being considered for employment must submit to a pre-employment drug screen prior to being hired. Refusal to take the test will render the applicant ineligible for employment.