



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

NOTICE OF EMPLOYMENT

POSITION: WIC Nurse/Breastfeeding Coordinator
DEPARTMENT: 477 WIC
SUPERVISION: WIC Director
SALARY: Depending on Experience
CAREER STATUS: Permanent Full Time
OPENING DATE: September 30th, 2024 **CLOSING DATE:** October 14th, 2024

POSITION SUMMARY:

Certify participants for eligibility in the WIC program at the Family Health Services clinics with a strong focus on customer service and accuracy. Provide nursing services such as assessment of health and nutrition needs of participants. Provide education services such as health, nutrition, and breastfeeding support in individual and group settings.

DUTIES AND RESPONSIBILITIES

- Schedule WIC appointments as needed.
- Assist participants with completion of application forms.
- Assess participants' eligibility and assign priority. Consult with the Dietitian, Nutritionist, or Program Manager when indicated.
- Perform certification procedures as needed in the WIC program.
- Complete Risk Assessment for each participant.
- Assemble, verify, and input necessary information in the web-based Journey database.
- Prepare and send participant correspondence regarding appointments, eligibility, and termination.
- Maintain accurate records.
- Counsel participants regarding the WIC program, recipient rights and responsibilities, and health care needs.
- Participate in the planning, implementation, presentation, and evaluation of group educational sessions, as assigned.
- Assess and document referrals to other services.

- Correspond with and greet all WIC participants and employees in a professional and friendly manner (in-person and over the phone).
- Represent the organization in a competent, professional, and ethical manner.
- Sign and adhere to agency confidentiality policy.
- Participate in training as required.
- Assist with outreach activities to reach individuals in the community as needed. • Perform other reasonably related duties as assigned by supervisor.

QUALIFICATIONS:

- Registered Nurse or Licensed Practical Nurse.
- Ability to operate a computer database.
- Excellent communication and people skills.
- Current Wyoming driver's license.
- Ability to maintain dependable attendance and reliability.

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 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.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AND 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.