



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Management and Grant Support  
**DEPARTMENT:** Eastern Shoshone Tribal Health  
**SUPERVISION:** Eastern Shoshone Tribal Health Director  
**SALARY:** Depending on Experience  
**CAREER STATYS:** Permanent Full-Time  
**OPENING DATE:** October 24, 2024      **CLOSING DATE:** November 7, 2024

### **POSITION SUMMARY:**

This Position is under-the direct supervision of the Tribal Health Director.

Qualifications: B.A. Degree in Health, Nutrition or three years of administrative work experience in Health or Nutrition. Strong Organizational, Administrative skills. Strong written and communication skills required. Knowledge of disease prevention and treatment services. Strong Grant writing and management knowledge.

Position Summary: Management and Coordination of all functions of the Eastern Shoshone Tribal Health Department including the Eastern Shoshone Tribe Community Health Representative, Diabetes Program, Eye Glass, Cancer, GHWIC, GWEP, PHRC, Tobacco/Cancer, Suicide ACE/IPV, programs. Collect and analyze data to identify community needs prior to planning, implementing, monitoring, and evaluating program designed to encourage health outcomes. May serve as a resource to assist individuals, other healthcare workers, or the community, and may administer fiscal resources for health education programs. Awareness of cultural sensitivity for the Native American community, and/or willing to learn about culture to effectively deliver prevention and awareness education.

### **DUTIES AND RESPONSIBILITIES**

- Assist to coordinate monitors and manages the Eastern Shoshone Tribal Health grants and support for programming.
- Assist to coordinate, assign, and delegate the activities and functions to the appropriate staff.
- Effectively communicates with the Tribal Health Director.
- Coordinates and networks with all available resources including tribal, local, county, state, and federal health and health related programs and projects for provision of effective health services.

- Assist in grant writing for project developments.
- Reports program operational information and activities to the Tribal Health Director.
- Assists in reviews of analyses of activities, costs, and operations to determine department or program progress toward stated goals and objectives.
- Maintain current knowledge of procedures. Maintaining strict confidentiality in line with established program policies and best practices
- Other duties as assigned by Tribal Health Director.
- Development, implementation, and evaluation of prevention and health intervention services
- Conduct statistical surveys; compile, organize, and analyze data; evaluate problems
- Implement principles and methods used in chronic disease prevention and health promotion programs
- Identify sociological and economic factors affecting community health
- Develop, review, health education materials; use mass communication media
- Provide group facilitation for community groups to accomplish program goals; provide leadership, education, and training for assigned program areas; coordinate community events
- Establish and maintain effective relationships with other tribal, County, State, and community agencies
- Develop and maintain cooperative working relationships with agencies and organizations interested in public health care.
- Develop operational plans and policies necessary to achieve health education/outreach objectives and services.
- Collaborate with health specialists and civic groups to determine community health needs and the availability of services and to develop goals for meeting needs.
- Develop and maintain health education libraries to provide resources for staff and community agencies.
- Provide guidance to agencies and organizations on assessment of health education/outreach needs and on development and delivery of health education/outreach programs.
- Design and conduct evaluations and diagnostic studies to assess the quality and performance of health/outreach education programs.
- Coordinating with Warm Valley Clinic and Wind River Cares.
  - 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 be physically fit
    - Must be able to lift at least 40 lbs

**SPECIAL REQUIREMENTS:**

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.**

**Pre-employment applicants being considered for employment or a political appointment must submit to an alcohol and drug screening prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment with the Eastern Shoshone Tribe. Applicants who test positive for alcohol or banned drugs will not be hired and will be ineligible for any type of employment with the Tribal Government for 60 days.**

**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.