



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

NOTICE OF EMPLOYMENT

POSITION: Case Manager (2x)
DEPARTMENT: Eastern Shoshone Child Support Program
SUPERVISION: Eastern Shoshone Child Support Director
SALARY: Depending on Experience
OPENING DATE: November 4, 2024, 2024 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The Case Manager is responsible for oversight of all stages of case management, performs paternity and child support establishment processes, enforcements and modification processes, and assures coordination with other staff for efficiency, accuracy and timeliness and functions as liaison to local CSE agencies for cross referencing case information.

DUTIES AND RESPONSIBILITIES

1. Assess child support cases to determine appropriate actions to be taken.
2. Interview parties in case to obtain information to establish paternity, enforce court ordered child support, locate absent parents, and determine financial status.
3. Initiate legal proceedings for paternity establishment, child support establishment, order modification, or enforcement of order.
4. Evaluate and verify various sources of case information.
5. Monitor assigned cases to ensure that support obligations are being met and that individuals are in compliance with court orders.
6. Prepare correspondence, reports, and legal documents.
7. Provide mediation information to parties in case.
8. Research and maintain personal, financial, and legal information regarding children and their custodial and non-custodial parents.
9. Draft payment plans of support obligations and debts.
10. Perform routine locate work.
11. Document all action taken into file/MTS.
12. Respond to routine inquiries and complaints regarding child support cases.
13. Able to work closely alongside supervisor and all child support staff as a team player.
14. Other duties as assigned.

QUALIFICATIONS:

B.S. in Social Work from an accredited four-year college or university; may substitute full time social services program, management, supervisory or closely related experience for required education. Possess considerable knowledge of child support policies, procedures, and regulations. Possess considerable skills in negotiating, interviewing, and mediating. Confidentiality is a high-priority. Must work well with the public, possess a valid driver's license and be able to pass a background check and drug screening.

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.