



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

NOTICE OF EMPLOYMENT

POSITION: Eastern Shoshone Tribes Elderly Assistance Director
DEPARTMENT: Eastern Shoshone Tribes Elderly Assistance Program
SUPERVISION: Eastern Shoshone Business Council
SALARY: Depending on Experience
CAREER STATYS: Permanent Full-Time
OPENING DATE: November 22, 2024 **CLOSING DATE:** December 6th, 2024

POSITION SUMMARY:

Plans, directs and coordinate activities of the Elderly Assistance Program for repairs to Shoshone Tribal senior citizens and disabled adult client homes by performing the following duties personally or through subordinate supervisors477 Department by excising broad knowledge of tribal self-determination, self-governance, tribal and federal laws and regulations. Cultural assets and resources, management and vast administrative organizational skills that will be used to design a program to reduce joblessness on the Wind River Indian Reservation.

DUTIES AND RESPONSIBILITIES

- Prepare and monitor the overall program budget.
- Report to the Shoshone Business Council for high-cost repairs exceeding the qualified client cost per home,
- Supervise and schedule maintenance workers for work orders and repairs to client home.
- Conduct on site client home visits to justify requested services.
- Establishes work plan and staffing for each phase of project programming, and arranges for recruitment for assignment of personnel.
- Directs and coordinates activities of personnel to ensure project progress on schedule and within approved budget,
- Maintain client records and strict confidentiality.
- Work cooperatively with tribal programs
- Assist clients with application process.
- Review the operation of the Elderly Assistance Program to increase efficiency.
- Directly supervises employees in the elderly assistance program.
- Carries out supervisory responsibilities in accordance with the organizations policies and applicable laws.

- Works within the approved budget; develops and implements cost saving measures.
- Creating detailed project plans and budget for each repair projects
- Managing contractors and subcontractors, ensuring work adheres to timelines and quality standards.
- Conducting regular site inspections to verify compliance with building codes and regulations.
- Managing grant funds, including budget tracking and reporting requirements.

QUALIFICATIONS:

- Associates Degree in Human Services; or equivalent combination of education and experience in Human services.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- Project management experience
- Grant writing and grant management skills. Having the capability of compelling grant proposals outing project
- Must possess a valid Driver's License and be insurable under the Tribe's auto insurance plan.
- Self-starter completes tasks in a timely manner and must possess ability to work independently with little or no supervision.

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 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.