



# Eastern Shoshone Housing Authority

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37 North Fork Rd., P.O. Box 1250, Ft. Washakie, Wyoming 82514  
Phone 307-332-5832 Fax 307-332-1486

## **NOTICE OF EMPLOYMENT**

Position:	Tribal Electrification Program (TEP) Program Specialist
Supervisor:	Tribal Electrification Program Director
Opening Date:	October 22, 2024
Closing Date:	Open until filled
Salary:	Pay DOE
Employment Type:	Full-Time

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The Eastern Shoshone Housing Authority (ESHA) accepts applications from individuals seeking full-time employment as Tribal Electrification Program (TEP) Program Specialist

The job of a TEP Specialist is to assist in carrying out the mission of providing comprehensive TEP counseling services to educate homeowners on the benefits of the proposed transition to zero-emissions energy systems for individuals and /or families, and to assist homeowners in becoming economically self-sufficient in meeting their energy needs.

### **Qualifications:**

- Assists with the energy assistance application process.
- Provides outreach services to publicize energy assistance plans to the community.
- Works with vendors in providing and administering the Energy Assistance program.
- Provides crisis intervention services.
- Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
- Performs all job duties in compliance with safety guidelines and with an ongoing awareness of safety practices.

### **Minimum Qualifications:**

A public housing service background is preferred but not required. Candidates must have a strong commitment to ESHA's values of collaboration innovation and compassion as well as a respect for diversity.

Must pass a drug test.

**Certificates/License:** Must possess a valid Wyoming Drivers License throughout employment and be eligible for ESHA vehicle insurance.

**How to apply:** Persons interested in this position should submit an Eastern Shoshone Housing Authority Employment application to Allison Sage ESHA Human Resource Director. For more information please call (307) 332-5832

Please email Allison Sage, HR Director for the complete and total Job Announcement with attachments at [allison.sage@es-ha.com](mailto:allison.sage@es-ha.com)