



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

NOTICE OF EMPLOYMENT

POSITION: Driver/Outreach Worker
EMPLOYER: Elderly Assistance Program
SALARY: Depending on Experience

CAREER STATUS: Permanent Full Time

OPENING DATE: December 4, 2024

CLOSING DATE: December 13, 2024

GENERAL STATEMENT:

Provides services for transportation, information/referral, outreach, in-home aid, chore family support, assists in preparing, and delivering meals to the home bound for the Shoshone Senior Center.

QUALIFICATIONS:

- Must have a high school diploma or GED.
- Will be required to have a valid Wyoming driver's license and be insurable with the Tribes insurance company throughout employment.
- Must be 21 years old.
- Must be in sound health capable of driving for short and long periods of time without any reasonable accommodations.
- Must have basic computer operations and communication skills.
- Ability to perform strenuous work activities including lifting and moving heavy objects and work under various weather conditions and environments.
- Must have or become certified in the Food Safety and Sanitation Course, CPR, and First Aid within six (6) months of employment.
- Must be able to pass a background check and drug test.

DUTIES AND RESPONSIBILITIES:

- Transports elderly participants to and from their homes to the senior center.
- Provides shopping assistance for program participants. Other trips may include excursions for business or recreational purposes.
- Will obey all traffic laws with particular regard for the safety of the passengers.
- Will assist each elderly person on and off the bus and operates the van/bus wheelchair lift.
- Ensures all passengers use proper restraint devices to secure their safety including wheelchairs.

- Will exercise patience, tolerance, tact and maintain helpfulness, cooperation at all times in dealing with elderly passengers.
- Will help with preparation of meals and deliver lunches to home bound participants.
- Observes the physical status of these participants and determines if there a need for medical assistance and report this information to the Director so appropriate resources can be alerted.
- Will assist with errands and chores related to the program, transporting supplies when necessary.
- Will assist kitchen personnel with serving and cleaning at meal times as needed.
- To follow rotation of delivery routes as assigned to drivers.
- Is responsible for the maintenance of vehicle assigned. To notify Director if vehicle needs major service. Maintains a daily log for the vehicle, recoding mileage, fuel or equipment purchased.
- Provides information/referral services about available public and voluntary services/resources and linkage to ensure the service will be delivered to the clients.
- Assists Director with recreational activities.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO:

- Ability to maintain dependable attendance and reliability
- Efficient use of public skills to provide quality customer service
- Ability to provide quality and efficient services
- Ability to establish and maintain effective working relationship with staff
- Ability to work independently with little supervision
- Ability to follow oral and written instructions.
- Interacts with staff, community, and all job contacts in a positive manner.
- Displays willingness, initiative, concern, and a positive outlook that reflects appreciation for the department and clients.
- Self-starter who completes tasks in a timely manner

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 and Driving Record, 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.