



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

NOTICE OF EMPLOYMENT

POSITION: Case Manager
DEPARTMENT: Eastern Shoshone Tribe 477 Program
SUPERVISION: Eastern Shoshone Tribe 477 Director
SALARY: \$16.70
CAREER STATYS: Permanent Full-Time
OPENING DATE: January 14, 2025 **CLOSING DATE:** January 28, 2025

POSITION SUMMARY:

The Case Manager provides assessment, planning, and coordination to meet the needs of individuals and their families. This position reports to 477 Director and/or Senior Case manager

DUTIES AND RESPONSIBILITIES

- Responsible for case management of an assigned client case load.
- Enters and updates client data in the Tribal Assistance System (TAS) database.
- Works with clients to communicate program requirements and support clients by becoming self-sufficient
- Communicate with clients in person, by phone and in writing.
- Refers clients to other program opportunities and/or classes to improve a client's skill sets.
- Ensures clients follow program regulations and remain in compliance with program guidelines
- Schedules meetings with clients for monthly case management meetings.
- Follow up with clients by letter or phone and make home visits.
- Manages and updates client's case files.
- Attends a minimum of one yearly national level training on case management and one yearly 477 Program training on the Tribal Assistance System (TAS) software.
- Other duties as assigned.

QUALIFICATIONS:

An associate's degree in psychology, Social Work, Education plus two years of work experience in counseling people or combination of training and experience equivalent to social work, sociology or education. Must have a valid driver's license. Must be willing to submit to a background check and drug test.

- Strong interpersonal and communication skills both verbally and in writing. Ability to work effectively with applicants, clients, staff, tribal government employees and the public in a diverse community.
- Strong knowledge of the 477 Program and rules that govern the program.
- Strong skills in Microsoft Windows, Microsoft Office and program specific database environments.
- Ability to learn program specific databases, other applicable software, government regulations, and able to effectively implement new program guidelines and requirements.
- Strong time management and organizational skills, with a good understanding of case management.
- Present information and responds to questions as needed.

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.