



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

### **NOTICE OF EMPLOYMENT**

**POSITION:** Child Care Specialist  
**DEPARTMENT:** 477 Program  
**SUPERVISION:** 477 Director  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** June 20, 2025      **CLOSING DATE:** Open until Filled

### **POSITION SUMMARY:**

Follow Federal and Tribal regulations regarding CCDF Child Care Development Funds. Maintain and stay within budget for program services under the direct supervision of the Program Director. Adheres to program guidelines while providing services to clients and vendors. Ensure client and vendor files are up-to-date, accurate and complete. Reconcile statistical and financial information. Required to be certified in CPR and First Aid or willing to receive certifications along with other trainings. Other duties as assigned by the 477 Program Director.

### **DUTIES AND RESPONSIBILITIES**

Coordinates day-to-day functions of the 477 Program Child Care Development Fund (CCDF).

Completes necessary reports and maintains accurate and complete licensing records of all Provider files as required of the program. Process payments for clients and client services, department account payables and keep client files up-to date. Obligate monies from the Program budget to meet the needs of clients. Allocate budgeted program funds based on program guidelines, reconciliation of monthly obligations and make recommendations for budgetary modifications per reconciliation of program statistics and financial information. Conducts monthly childcare Provider inspections to review compliance with home safety and health regulations as mandated. Coordinate Provider trainings with local programs, agencies, organizations and groups. Assist Providers with improving the quality of their childcare environments by providing information on child development and childcare issues.

## **QUALIFICATIONS:**

Required applicants must have a two-year degree in Child Development Associates (CDA) or 2-years' equivalent work experience. Minimal education is 1-year post-secondary experience working with family child care programs. Responsible experience in day care administration or early child development programs. Under the direct supervision of the 477 Program Director. **Must be willing to submit to drug testing.**

Computer **skills**, financial accounting, and budgeting knowledge in accomplishing daily functions. Data entry, data reconciliation, check request processing, document, and document requests.

Ability to work on Microsoft Office programs, calculator, computer, entering and auditing data. Ability to make decisions, resolve problems, counsel clients and advocate on behalf of clients. Ability to communicate effectively both verbally and in writing. Maintain a good rapport with clients, vendors, staff, and service agencies.

## **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](http://easternshoshone.org) and can be sent via email to [lmorgan@easternshoshone.org](mailto:lmorgan@easternshoshone.org) 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.