



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

NOTICE OF EMPLOYMENT

POSITION: Community Health Representative - Transporter
DEPARTMENT: Eastern Shoshone Tribal Health
SALARY: DOE
STATUS: Permanent Full-Time
OPENING DATE: August 18th, 2025 **CLOSING DATE:** Open Until Filled

Job Summary:

This position is under the general supervision of the Director Health Programs and under the direct supervision of the Director.

Qualifications: Prefer two years; experience in health or a health-related field and High school Diploma or G.E.D. CPR and First Aid certified within 90 days of employment. Must have some knowledge of disease prevention, intervention and health education. Must comply with HIPAA and patient confidentiality. Must submit to drug screening, fingerprinting background check and submit current driving report from DMV upon application submission, must be 21 years of age. Excellent oral and written communication and excellent computer skills.

The CHR Transporter will provide individual and group educational services to clients as well as perform assistance to Tribal Health staff where applicable. Must have an excellent driving record and valid driver's license.

QUALIFICATIONS:

To perform this job successfully the applicant will possess the abilities or aptitude to perform each duty proficiently. Ability to interact effectively and in a supportive manner with people of all backgrounds. Ability to exercise personal leadership skills such as conflict resolution, negotiating, instructing, persuading, public speaking, and giving/receiving constructive criticism. Must have strong organizational, written and verbal communication skills and the ability to work under pressure. Attention to detail verbal communication skills and the ability to work under pressure. Attention to detail and problem -solving. Knowledge of Microsoft Office software (Publisher, Excel, Word, Power Point) and Google office systems (Gmail, Calendar, Hangouts, Drive). Must have a valid driver's license. First Aid and CPR certification within 90 days of employment.

DUTIES AND RESPONSIBILITIES:

- Will assist and help co-workers
- Maintain files for CHR and Diabetes Program
- Will transport out of county clients when necessary
- Submit PCC's and Monthly reports as required.
- Will transport clients out of state for medical appointments for all departments under Tribal Health when necessary.
- Will obtain weekly vehicle records
- Clean and maintain GSA/Tribal Vehicles.
- Other duties as assigned by Supervisor.

Other:

- No felonies or DUI Convictions within the last 3 years.
- Must have a valid driver's license.
- Must be first aid and CPR Certified within the first 90 days of employment/
- Must submit to a drug screening.
- Must be physically fit.
- Must be able to lift at least 40 lbs.

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.