



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

NOTICE OF EMPLOYMENT

POSITION: Public Health Response Coordinator
DEPARTMENT: Eastern Shoshone Tribal Health
SUPERVISION: Eastern Shoshone Tribes Tribal Health Director
SALARY: Depending on Experience
CAREER STATYS: Permanent Full-Time
OPENING DATE: September 10th, 2025 **CLOSING DATE:** Open Until Filled

POSITION SUMMARY:

The PHRC coordinates the activities of the local and state health departments to increase overall preparedness goals and objectives as written in the CDC (Center for Disease Control) Cooperative Agreement and the Public Health Preparedness Capabilities.

This position is responsible for establishing and maintaining the Public Health Response Plan(s) for Tribal Health, for coordinating that plan with other county agencies, Homeland Security (Emergency Management) and the LEPC. It assures that PH staffs are knowledgeable, trained, and prepared to respond to bioterrorism and/or other manmade or natural events.

DUTIES AND RESPONSIBILITIES

- Coordinates with local and state agencies on developing and implementing emergency response plans that include response from public health.
- Partnering with local health providers to efficiently report communicable disease.
- Facilitating training and education for preparedness.
- Educating and informing communities on potential and actual PH emergencies with WDH.
- Assisting the WDH and local communities to complete capacity surveys and assessments.
- Communicable disease follows up.
- Quarterly Reporting for continuing contract support.
- Assures that the County has an All-Hazards Response Annex to the County disaster plan.

- Develops and maintains a plan for 24/7 coverage.
- Initiates PH exercises and testing of PH communication equipment.
- Participates with local LEPC in community prepared exercises.
- Active and passive Surveillance
- Arranges and facilitates smallpox and other vaccine clinics.
- Other Duties assigned by the Director.

QUALIFICATIONS:

- No felonies or DUI Convictions within the last 3 years.
- Must have a valid Driver License.
- Pre-employment drug testing required and subject to random drug tests.
- Must be first aid and CPR certified within the first 90 days of employment.
- Must be willing to work in a team environment and/or lead.
- Must be able to lift at least 40 lbs.
- Experience in Health Science, planning, public health and health administration or other closely related field or 2 years of experience in emergency management activities preferred.
- Excellent communication and computer skills.
- Must have some knowledge of environmental health, public health and emergency management.

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.