



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

## **NOTICE OF EMPLOYMENT**

**POSITION:**

Co-Teacher

**DEPARTMENT:**

Cradleboard to Crayons Daycare

**SUPERVISION:**

Administrative Support

**SALARY:**

\$15.00

**CAREER STATYS:**

Permanent Full-Time

**OPENING DATE:**

January 27, 2025

**CLOSING DATE:** Open Until Filled

### **POSITION SUMMARY:**

Oversees the overall function of the 477 Department by excising broad knowledge of tribal self-determination, self-governance, tribal and federal laws and regulations. Cultural assets and resources, management and vast administrative organizational skills that will be used to design a program to reduce joblessness on the Wind River Indian Reservation.

### **DUTIES AND RESPONSIBILITIES**

- Plan, organize, staff, implement and control federally funded formula programs under PL102-477 into a single coordinated comprehensive program that integrates program services and consolidates administrative functions.
- Single point of contract to integrate employment, training, education, social services program, and to include expanded eligible federal programs as follows: Workforce Investment programs under Department of Labor; Social Services program, i.e., General Assistance and TANF (Temporary Assistance for needy families), including Special Projects Office Economic Development Funder Department of HHS; and tribal education programs.
- Develop and implement management and administrative systems that will allow client access to Eastern Shoshone DFS services in a seamless setting to include single intake assessment, individual plans, menu of service, with productive employment outcomes.
- Develop and implement financial management system that integrates program services and reduces administrative costs by consolidating administrative functions. Maintain overall responsibility of 477 program.
- Maintain funding continuation for all 477 Federal Programs by writing continuing plans, grants, and forward organizational goal, adhering to compliance with federal regulations.

- Negotiate and make modifications to federal contracts as applicable.
- All of these requirements are to be met, are not limit to the job description, where there may be other requirements listed in the scope of work.

### **QUALIFICATIONS:**

- College Degree in Business, Public Administration, or related field.
- Specific experience in policy development.
- Problem solving budgeting and maintenance of multiple financial accounts, grant management.
- Verbal and interpersonal skills.
- Knowledge of PL102-477.
- Strong verbal, written and interpersonal and analytical skills and comprehension.
- Excellent listening and communication skills.
- Must possess a valid driver's license and be insurable under the Tribe's vehicle insurance.

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