



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

NOTICE OF EMPLOYMENT

POSITION: Executive Director
DEPARTMENT: Department of Family Services
SUPERVISION: Shoshone Business Council
SALARY: DOE
OPENING DATE: March 31, 2026 **CLOSING DATE:** OPEN UNTIL FILLED

POSITION SUMMARY:

Executive Director of Social Services acts as the liaison between the tribal Social Services departments, programs and the public. This position is responsible for the executive management and implementation of social service programs administered by the social services departments including, adult and child protective services and is responsible for the successful operations of the departments.

REPRESENTATIVE DUTIES:

1. Establishes and promotes the vision and direction of the department of Social Services consistent with tribal, state and federal mandates; establishes and implements departmental goals and objectives; establishes appropriate services, structures, controls, and reporting systems for the efficient and effective performance of social services, budget maintenance, employment training and related functions; determines types and levels of services to be provided and standards by which delivery will be evaluated.
2. Develops departmental goals, operational objectives, and budgets; provides direction to the Tribe's short and long-range planning for social services programs; establishes departmental policies and procedures; plans, organizes, and directs the activities of the various Social Services programs.
3. Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activities; in conjunction with appropriate personnel and fiscal department representatives, negotiates contracts between Bureau of Indian Affairs area office, other federal, and state of Wyoming and Tribal agencies.
4. Reviews and evaluates changes in federal and state laws or regulations that will impact the delivery of services on the Wind River Reservation; be a voice in shaping proposed changes, builds effective relationships at the state, county and federal level serving as a social services

departmental advocate.

5. Formulates and justifies the department's annual budget and ensures the budget is administered within approved guidelines; directs searches for new funding sources and oversees grant application preparation and negotiation; advocates to ensure sufficient funding with contacts at the state and federal level.
6. Forms collaborative relationships with community groups and other county and state departments for the efficient and effective delivery of services on the Wind River Reservation; develops programs with partner agencies and groups to eliminate gaps in services for tribal members and reduce duplication of offered services; secures and maintains community support for Social Services programs; directs contract negotiations with state and county partners.
7. Selects, assigns, directs, and evaluates the performance of department personnel; oversees management development and training programs.
8. Performs other duties as assigned to maintain and enhance the operation of the program.

QUALIFICATIONS:

- Master of Social Work (MSW), or Master's degree in Public Administration or Business Administration;
- Substantial clinical Social Work experience, or a closely related field;
- Minimum of five (5) years of professional experience in social service programs, which includes three (3) years management and/or administrative supervisory experience;
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Social Work or a closely related field and a minimum of eight (8) years of responsible management experience in a social service program to include five (5) years supervisory experience in a social service program;
- Licensed Master of Social Work or Licensed Clinical Social Worker credential preferred;
- Ability to make social assessments, develop and implement viable care plans; and
- Excellent listening and communication skills.
- Must possess a valid driver's license and be insurable under the Tribe's vehicle insurance.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act and the Adam Walsh Law.
- Required to possess a valid driver's license and be insurable under the Tribe's vehicle insurance plan.
- Must be able to pass criminal background check under the Indian Child Protection and Family Violence Act, the Adam Walsh Law and the Wyoming DFS Central Registry.

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 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.