



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Adult Protective Service Worker  
**DEPARTMENT:** Department of Family Services (DFS)  
**SUPERVISION:** Department of Family Services Director  
**SALARY:** Depending on Experience  
**OPENING DATE:** April 29, 2026 **CLOSING DATE:** Until Filled  
**CAREER STATUS:** Permanent Full Time

### **POSITION SUMMARY:**

Incumbent provides professional social work for adult protection services (APS) by providing case management, fieldwork, investigations in conjunction with the local law enforcement on all aspects APS for the Eastern Shoshone Tribe. The incumbent will be responsible for ensuring that all required forms are completed and submitted to be in compliance with Title IV-E. The duties are often under a variety of time frames and circumstances requiring the workers to have flexibility to meet deadlines.

### **DUTIES AND RESPONSIBILITIES**

- Adult Protection Service (APS) operative will develop service plans for clients to remedy abuse and neglect, financial exploitation, and to address unmet essential needs to vulnerable and elderly adults.
- APS serves adults (ages 18 and older) who are experiencing physical and mental disabilities or unable to protect themselves or have no one available who is able to assist responsibly.
- Services provided (directly or through referral) may range from safety monitoring, linkages with other service providers (health, mental health, aging, etc.) Assistance in obtaining benefits, informal money management, to appointment as a representative payee, to petition the court for appointment as the guardian or for some other legal invention.
- Will be responsible for the case management.
- Will coordinate services with other local outside agencies
- Will follow the laws as outlined in the Shoshone and Arapaho law and order code.
- Maintain strict confidentiality of all information processed through the Department of Family Services including records, reports, documents, written and verbal communications, etc.
- Attend program collaborations, staffing, and departmental meetings as directed and needed.
- Will perform other duties assigned by the ESDFS director & Supervisor.

## **QUALIFICATIONS:**

- Bachelor Degree in Health, Social work or related field (preferred)
- Associates in Social Work or related field with work experience.
- Required to possess a valid drivers license and have clearance for coverage under the Tribes vehicle insurance plan.
- Must be able to pass a criminal background check under the Indian Child Protectiona and Family Violence Act in the Adam Walsh Law.
- Must demonstrate ability in interpreting and applying laws, regualtions, resoulutions, and policies.
- Employment history must prove credibilty and dependabilty.
- Self- Starter completes tasks in a timely manner and must possess the ability to work independently with little to no supervision.
- Ability to understand and execute a variety of cimplex written and oral instrusctions. Past employment must demonstrate exeptional organxiation capabilities.
- Applicants shhould have knowledge of the Fort Washakie community and resources. Must have some sort of knowledge of Native American History, culture, traditions, and tribal governemnt.

## **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.