



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Counselor  
**DEPARTMENT:** Red Feather Eagle Vocational Rehabilitation  
**SUPERVISION:** Red Feather Eagle Vocational Rehabilitation Director  
**SALARY:** Depending on Experience  
**STATUS:** Permanent Full-Time  
**OPENING DATE:** September 23rd, 2026 **CLOSING DATE:** Open Until Filled

## **POSITION SUMMARY:**

Provide professional assessment, counseling, education and case management services to vocational rehabilitation clients and employers. This position is under the direct supervision Project Director.

## **DUTIES AND RESPONSIBILITIES**

- Assist Project Director to meet project compliance.
- Gather appropriate consumer information such as medical and psychological diagnostics, financial resources, support systems and work history in order to determine eligibility for services.
- Assist Project Director in researching grant initiatives for future funding and to develop a plan for future goals and objectives.
- Maintain client information.
- Must be able to work with the consumer to develop job goals with clearly outlines objectives, measurements and responsibilities in order to successfully meet their vocational goal.
- Collaborate with Project Director to determine client eligibility and to identify appropriate services and service providers.
- Collaborate with Project Director and other agencies to continue to provide on-going guidance, support and post employment services.
- Collaborate with Project Director and provide education to potential employers regarding reasonable accommodations for persons with disabilities and compliance with ADA.
- Participate in project, private and state continuing education and other training as deemed necessary.
- Must be able to communicate both written and orally to effectively implement policy procedures in a timely and organized manner to accomplish specific work/team objectives.

- Must possess the ability to prepare and deliver presentations to individuals and groups regarding project services.

### **QUALIFICATIONS:**

Bachelor's Degree in Vocational Rehabilitation counseling, social services, education, psychology or other related field, two years of experience in counseling, working in public services and experience in documentation, accountability and reporting project activities. Must submit to a drug test.

### **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.

### **APPLICATION REQUIREMENTS:**

**MUST COMPLY WITH HIPAA PRIVACY RULE AND MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.