



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

## **NOTICE OF EMPLOYMENT**

**POSITION:** Breast Cervical Cancer Coordinator  
**DEPARTMENT:** Eastern Shoshone Tribal Health  
**SUPERVISION:** Eastern Shoshone Tribal Health  
**SALARY:** Negotiable DOE  
**OPENING DATE:** 6/1/2021                      **Closing Date:** Open Until Filled

### **POSITION SUMMARY:**

Breast and cervical cancer position will serve as the program coordinator. As Breast and Cervical Cancer Coordinator you will become familiar with the program grant and help monitor the grant budget and analytical progress. You will ensure that all administration tasks are completed accurately and delivered with high quality and in a timely manner. The coordinator implements regional cancer control by completing activities that include: partnership building, a marketing plan, educations, and outreach, patient/resource navigation, county level assessments and evaluations, and participation in the Wyoming Comprehensive Cancer Control Consortium/Wyoming Comprehensive Cancer Control Program efforts to ensure cancer information and resources are available throughout the cancer continuum of care.

### **DUTIES AND RESPONSIBILITIES**

- Establishing trusting relationships with clients and their families while providing general support and encouragement for cancer care
- Providing ongoing follow up, basic motivation interviewing, and goal setting with clients and the families.
- Completing a Needs Assessment Form with clients for patient navigation purposes and local and regional services and resources.
- Following-up with clients via phone calls, letters, or other routes as appropriate.
- Exhibiting excellent working relationship with clients and visitors, effectively accomplishing the WCRS mission.
- Being Knowledgeable about community resources appropriate to needs of clients, families.
- Building relationships with community partners, including healthcare providers and health

system

- Identifying collaborative opportunities to increase cancer control activities within communities.
- Providing quarterly reporting in timely manner.
- Operating fiscal yearly budget and making modifications when necessary.
- Provide support for other internal program processes and events.
- Other duties assigned by the program Director

### **QUALIFICATIONS:**

To perform this job successfully the applicant will possess the abilities or aptitude to perform each duty proficiently. Ability to interact effectively and in a supportive manner with people of negotiating, instructing, persuading, public speaking, and giving/ receiving constructive criticism. Associates Degree preferred or 2 years minimum equivalent related work experience. Must have strong organization, written and verbal communication skills and the ability to work under pressure. Attention to detail and problem-solving. Knowledge of Microsoft Office software (Publisher, Excel, Word, Power Point) and google office system (Gmail, Colander, Hangouts, Drive.) Must have a valid drivers license. First aid and CPR certification within 90 of employment.

### **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 [rferris@easternshoshone.org](mailto:rferris@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 AD 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.