



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION TITLE: WFD EMPLOYMENT AND TRAINING PROFESSIONAL

SUPERVISOR: WORK FORCE DEVELOPMENT SITE MANAGER

SALARY \$26.52-\$33.95 HOURLY DOE/DOQ 1 FTE

NATURE OF WORK: The Employment and Training Professional plays a crucial role in helping individuals find and maintain employment. The incumbent will provide training and support to individuals with the skills needed to apply for employment such as but not limited to resume writing, job applications, interview skills, job retention and job search. Will monitor the progress and needs of clients in vocational & educational training programs. Assist with cultural-based activities and programs for youth, adults, and families. Other responsibilities will include facilitating motivational workshops, building relationships with tribal departments and outside agencies for the purpose of developing Work Experience opportunities for participants.

REPRESENTATIVE JOB DUTIES:

1. Develop individual education and training plans and services for clients.
2. Develop and facilitate trainings as needed.
3. Provide instruction to individuals or small groups with an emphasis on workforce preparation and work retention.
4. Prepare materials for classroom and instructional use.
5. Administer, correct, and record progress, participation, and other necessary student records.
6. Processes and maintains all program Contracts.
7. Assist and/or coordinate with students enrolling in the High School 21+ program.
8. Have a working relationship with the Skokomish Education Department coordinating students in gaining access and assistance to post-secondary education, trade school and training programs.
9. Updates Case Managers of client progress (HS21+/College).
10. Data Entry into TAS database.
11. Update case notes on progress of clients.
12. Assist clients in work search.
13. Network, develop, maintain, and stay current on community-based resources, employment, and training opportunities; advise clients and case managers of potential opportunities.
14. Communicate with youth to determine their needs and interests.
15. Communicate with organizations that represent youth to determine needs and interests of youth.
16. Assist the WFD Specialist and Youth WFD Coordinator with work experience opportunities consistent with participants career goals.
17. Other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's Degree from an accredited university in Education, Social Work or related field preferred with a minimum of one year of recent (within the last three years) experience providing employment and training services to low-income families.
2. An associate's degree in education, Administration, Human Services, or related field with three years' experience providing employment and training services to disadvantaged populations.
3. High School Diploma/GED and five years relevant work experience (within the last three years).
4. One year experience (within the last three years) working in a Native American community.
5. Willingness to prepare and/or coordinate and teach curriculum.
6. Must have knowledge of the WFD program.
7. Must be willing to work evening and/or weekend hours when required.

8. Ability to communicate clearly and effectively, verbally and in writing.
9. Strong computer skills with three years' experience with Microsoft Office or similar.
10. Ability to work effectively, with little or no direction.
11. Serve as a positive mentor and role model to clients/youth to inspire growth and promote positive change in the lives of clients.
12. Must have ability to maintain confidentiality.
13. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
14. Must be able to work in a team environment.
15. Strong organizational, communication and interpersonal skills preferred.
16. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Physical Abilities: Bending at the waist; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; hearing and speaking to exchange information. seeing to read reports and data; occasionally lifting medium objects less than 50 pounds. Occasional travel to other SPIPA or Intertribal WFD locations.

Behavior standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Get along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

This position is at will and does not create a contractual relationship between the tribe and the employee.

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____

Date: _____

Employee: _____

Date: _____