



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: WFD EMPLOYMENT AND TRAINING PROFESSIONAL

SUPERVISOR: WORK FORCE DEVELOPMENT SITE MANAGER

OPEN: OPEN UNTIL FILLED

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

REPRESENTATIVE DUTIES INCLUDE: 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. Develop individual education and training plans and services for clients. Develop and facilitate trainings as needed. Provide instruction to individuals or small groups with an emphasis on workforce preparation and work retention.

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. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
5. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
6. Must be able to work in a team environment.
7. The selected candidate must successfully complete a pre-employment drug screen test, and a complete background investigation, including relevant criminal history, prior to employment.

Behavioral 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. Gets 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.

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

MUST RECEIVE APPLICATIONS: _____ The Skokomish Tribe's Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved

CEO Initial: ____ Date: _____

10/3/2024