



Cow Creek Government Office

Position Description

Position Title: Tribal Workforce Development
Manager

Reports To: Operations Officer

Department: Administration

FLSA Designation: Non-Exempt

Date Written/Revised: 3/26/12

POSITION PURPOSE:

Plans and manages all aspects of the Tribal Career Development program. Responsibilities include Recruiting potential Tribal members for job openings; visiting target schools bi-weekly to meet with students; assisting with coordination of career and enrichment activities for Tribal members. To assess Career and Job needs of Tribal members and assist with the administration of the program and is responsible for the day-to-day operations.

ESSENTIAL FUNCTIONS:

- Develops, implements, and supervises policies and procedures necessary to support the sustainability and growth of all aspects of Tribal applicant and employee initiatives.
- Ensures Timely announcement of Training and employment opportunities through a variety of effective media.
- Coordinate with Human Resources to track tribal applications and make sure they receive proper consideration during the selection process
- Maintain database of Tribal members seeking employment to disseminate job announcements that match the members skill set.
- Provides guidance in ensuring tribal members and dependents achieve success in work experience, tribal youth employment, and/or other tribal programs.
- Provides career counseling; including skills/abilities assessments; applicable testing, researching and matching higher education opportunities.
- Creates and manages development strategies; work experience program, internships and externship opportunities.
- Coordinates tribal member employee events and meetings on behalf of the Tribal Administrator and/or the Operations Officer.
- Develop resources to assist Tribal members in achieving career goals.

- Using professional counseling skills to develop a working alliance with the Tribal members which allows for an open and free discussion of all issues (social, economic, education, personal) relevant to the success of the job placement process.
- Assist the Tribal members in becoming an active participant in his/her program and aids the member in making meaningful and informed choices about the selection of a career or job goals.
- Works with employers to develop employment opportunities; arranges for job coaches, if necessary, places Tribal members and does post-employment follow-up.
- Coordinate with Education department to identify and promote programs to assist Tribal members in gaining skills necessary for Tribal and non-tribal employment
- Work with Education Department to identify college students interested in gaining employment with the Tribe upon graduation.
- Track workforce statistics for Tribal membership.

QUALIFICATIONS:

- Developing program goals and monitoring the effectiveness of program services.
- Providing advice/guidance to management personnel regarding serious tribal employee relations issues.
- Prior experience in developing and administering useful batteries of test pertinent to career and vocational training.
- Ability to communicate clearly and effectively.
- Ability to listen openly and attentively, to ask questions designed to gather necessary information, to assess student, staff, parent, or school personnel needs, and to respond appropriately within established guidelines.
- Bachelor's Degree in Relevant field, and five (5) years' experience.
- Certification in training and career development preferred.