THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS0393132** Date Posted: **05/09/11**

POSITION NO: **240079** Closing Date: **05/20/11**

CLASS CODE: **1443**

POSITION TITLE: **TRAINING INSTRUCTOR**

DEPARTMENT NAME: **DSS/Navajo Nation Program for Self Reliance**

DEPARTMENT NO: **39** WORKSITE LOCATION: **Tuba City, Arizona**

WORKS DAYS/HOURS:

Days: **Mon-Fri**

Hours: **8:00am - 5:00pm**

POSITION TYPE:

Permanent: ☑

Temporary: ☐ Duration:

Part-Time: ☑ No. of Hrs/Wk: **40**

GRADE: **R64A**

SALARY:

$ **38,084.80** Per Annum

$ **18.31** Per Hour

DUTIES AND RESPONSIBILITIES:

With supervision from the Program Supervisor II: plans, organizes, implements, and evaluates all customer training for agency units that would include, but not limited to human relations, human services, communication, professional, technical, clerical, and other related training; employs appropriate human relations skills in motivating and instilling confidence in customers; provides opportunities for customers to develop social skills and areas of personal growth, evaluate family and employment support needs of customers; coordinates Navajo Nation Program for Self Reliance (NNPSR) plans and all activities on any modification to training curriculum and training modules including but not limited to incorporating bi-cultural/bi-lingual guidance to NNPSR applicants; participates in cross-training to insure excellent customer service and coverage of project. Conducts training instructions/sessions pertaining to program related interests, such as program employee orientation, child care development fund program, NDWD–NEW, pertinent job support services program to comply with customer work participation requirements.

Review(s) customer training requests utilizing the Personal Responsibility Plan to determine training needs; goal setting, skill building, education, basic work skills, training, employment skills, credentials and career development planning; coordinates plans for TABE testing, vocational testing, etc; evaluates and assesses customer learning comprehension, base levels and other education/training information background, accomplishments, strength and/or limitations that may effect or assure the highest optimal learning.

Researches, modifies and develops training curriculum and modules for NNPSR customers; job readiness, code of conduct, interview testing and dress appearance, resumè writing & techniques, provides technical assistance and/or hands on experience in completing an employment application, employment work ethics (attendance, dependability, quality of work, etc.); develops training manuals for customer training; may include handbooks, special training material, teaching methodologies in accordance to the goals & objectives of the NNPSR Plan. Must be knowledgeable of federal, state and tribal laws & regulations which include but not limited to the following: Welfare Reform – PL 104-193, P.R.W.O.R.A, Navajo Nation Family Assistance & Employment Support Services Manual, 45 CFR 286 & 287, OMB Circulars, etc.. Consults with NNPSR administrators and staff to acquire program knowledge and work related activities regarding NNPSR history and services, scope of work and case management. Compiles statistical report to include all aspects of training provided to customers; assist direct services staff to monitor & track customer training of modules completed.

Prepares other required written and oral reports for the NNPSR for dissemination to the public. Facilitate training seminars, certification of courses, tutoring, customer recognitions and study groups; recommends and/or provides incentives for NNPSR customers; develops and regularly updates on education and training offerings and schedules; keeps abreast with current trends and development of “best practices,” continues to improve all aspects of training for customers; provides training instructions and utilizes methods which is specific for individuals needs, group instructions/lectures, utilizing all training aids equipment/material, such as teaching manuals, booklets, relevant handout materials, media aids, outside instructors/presenters, instructional materials, (i.e., writing papers, file folders, notebooks, brief bags, etc.); evaluates success of trainings, customer satisfaction of the training and continually improves offerings to meet objectives and program needs.

Assures updating and maintains training records and files for customers are completed by appropriate staff and perform administration functions. Coordinates with Program Supervisor II and Senior Programs & Projects Specialist (Customer Development Section) to prepare training budget for customer. Recommends purchase and directs utilization of audio visual and other training devices. Other duties as assigned.

QUALIFICATION REQUIREMENTS:

Education and Training:

A Bachelor’s degree in subject area of instruction; and

Experience:

Three (3) years of responsible curriculum or instructional development experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

KNOWLEDGE OF: presentation, methods, & practices; research, writing, planning & development of training programs; computer hardware, software and peripherals; Navajo cultural influences. SKILL IN: developing, designing, implementing & presenting trainings; researching, developing & implementing program and services; establishing & maintaining effective working relationships.

License/Certification Requirements:

Must pass a criminal background check and employee assessment prior to employment. Must possess a valid state driver's license. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit.

VETERANS PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT. ***Revised: 1-15-99***