THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DSS03913931** DATE POSTED: 06/12/17

POSITION NO: 243874 CLOSING DATE: 06/23/17

POSITION TITLE: Employment Development Specialist

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Gallup, NM

WORK DAYS: Monday to Friday

WORK HOURS: 8:00 am to 5:00 pm

REGULAR FULL TIME: ☑ GRADE/STEP: AB64A

PART TIME: ☐ NO. OF HRS./WK.: $ 40,414.40 PER ANNUM

SEASONAL: ☐ $ 19.43 PER HOUR

TEMPORARY: ☐ DURATION :

DUTIES AND RESPONSIBILITIES:

Initiates and contacts employers for employment opportunities. Contacts employers to develop job placements; researches, contacts, solicits, locates, and secures job and employment information and opportunities for adult and youth customers; negotiates and establishes work site agreements with the public and private sector employers for job volunteer placement; develops, promotes, and negotiates on-the-job training opportunities; reviews, monitors, and follows up with customers at their work sites periodically; develops customer profiles and identifies individual vocational and/or employment needs, potential barriers, and coordinates with the Senior Caseworker, Principal Caseworker, and Training Instructor on customers career goals and guidance; provides employment network activities and shares job market information and employment trends to job seeking customers; orientates customers on employer requirements, expectations, and qualifications.

Develops and implements strategies to attract businesses and potential employers to increase job opportunities; coordinates with the Senior Caseworker and Principal Caseworker to recruit and place adult and youth customers for subsidized employment, work experience, and other and other employment services. Assists and plans with employers on job requirements and standards that are appropriate for customers; acts as a liaison between the adult and youth customer and employers to increase communication; demonstrates and markets to employers the effectiveness and profitability of employing Department for Self Reliance customers.

Develops and maintains customer database; collects, compiles, analyzes statistics on retention through follow-up with customers and employers and presents written narrative reports; develops and delivers public presentations targeting potential employers; promotes and maintains good public relations; advocates for program services to local business owners; provides technical assistance to employers concerning specific employment problems and how to resolve customer challenges and issues; attends department and other organization meetings to update projects, job market, and forecasts; participates in customer case conferences with Senior Caseworker, Principal Caseworker, and Training Instructor; coordinates in planning and implementing job fairs with department staff and other organizations to market and advertise opportunities for customers and employers. Conducts employment orientations for customers; other duties as assigned.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- Bachelor's degree in Business Administration, Sociology, Psychology, Guidance and Counseling or related field; and two (2) years of work experience developing employment opportunities for economically disadvantaged and hard to serve customers; or an equivalent combination of education and experience.

Special Requirements:

- A favorable background investigation is required.
- Possess a valid state driver's license and the ability to obtain a Navajo Nation Operator's Permit within 90 days of date of hire.
- Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

KNOWLEDGE OF: community resources; socio-economic and cultural conditions in the local area; barriers individuals face in the employment and training arena; assessment techniques.

SKILL IN: applying interviewing techniques; interpreting wage and labor laws; evaluating applicants' skills and employment barriers and potentials; oral and written communication; establishing and maintaining effective working relationships with others.

ABILITY TO: understand employment and training needs of individuals seeking services; conduct appropriate job development & placement on customer's behalf; understand methods related to job seeking & retention skills; effectively utilize variety of computer software applications.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.