# THE NAVAJO NATION
## Department of Personnel Management
## JOB VACANCY ANNOUNCEMENT

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| REQUISITION NO: | **DSS0399224** | DATE POSTED: | **09/15/14** |
| POSITION NO: | **240606** | CLOSING DATE: | **09/26/14** |
| POSITION TITLE: | **Training Instructor** | | |
| DEPARTMENT NAME / WORKSITE: | **Department for Self Reliance / Kayenta, AZ** | | |

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| WORK DAYS: | Monday to Friday | REGULAR FULL TIME: | ☑ | | GRADE/STEP: | Y64A |
| WORK HOURS: | 8:00 am to 5:00 pm | PART TIME: | ☐ | NO. OF HRS./WK.: | $ 39,228.80 | PER ANNUM |
| | | SEASONAL: | ☐ | DURATION : | $ 18.86 | PER HOUR |
| | | TEMPORARY: | ☐ | | | |

**DUTIES AND RESPONSIBILITIES:**

With supervision from the Senior Programs & Projects Specialist (SPPS), plans, organizes, implements, and evaluates customer training that include, but are not limited to, human relations/services, communication, professional, technical, clerical, and other related training; employs appropriate human relations skills to motivate and instill 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 Department for Self Reliance (DSR) 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 DSR 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 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 DSR customers; job readiness, code of conduct, interview testing and dress appearance, resume 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 DSR Plan. Consults with DSR administrators and staff to acquire program knowledge and work related activities regarding DSR 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 required written and oral reports for DSR to disseminate to the public. Facilitates training seminars, certification of courses, tutoring, customer recognitions and study groups; recommends and/or provides incentives for DSR 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 individual needs, group instructions/lectures, utilizing all training equipment/material, such as teaching manuals, relevant handout materials, media aids, outside instructors/presenters, and instructional materials; evaluates success of trainings, customer satisfaction of 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 SPPS and Program Supervisor II to prepare training budget for customers. Recommends purchase and directs utilization of audio visual and other training devices. Other duties as assigned.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Bachelor's degree in subject area of instruction; and three (3) years of curriculum or instructional development or related experience.

**Preferred Qualifications:**

- A Master's degree in Organizational Training and Development or related field.
- Three (3) years training and instructional design experience.
- Proficient in Microsoft Office software or other computer applications.
- Master Training, Instructional Designer/Developer.

**Special Requirements:**

- A favorable background investigation.
- Possess a valid state driver's license.
- 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: presentation, methods, and practices; research, writing, planning and development of training programs; Navajo cultural influences; Welfare Reform – PL 104-193, P.R.W.O.R.A, 45 CFR 286 & 287 OMB Circulars, etc.

SKILL IN: developing, designing, implementing and presenting trainings; researching, developing and implementing program and services; establishing and maintaining effective working relationships.

***<<A favorable background investigation is required>>***

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