THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR09612619**	DATE POSTED:	10/05/16
POSITION NO:	931765	CLOSING DATE:	10/18/16
POSITION TITLE:	COUNSELOR		
DEPARTMENT NAME / WORKSITE:	DHR / Navajo Department of Workforce Development / Fort Defiance, AZ		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB62A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 34,028.80	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 16.36	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

Conducts one-on-one interviews with program participants and administers testing and career assessments. Advises NDWD program participants with career decision-making and achievement of employment or educational goals. Documents recommended NDWD program services and supportive services needs. Implements pre- and post- assessments of basic skills and work readiness skills. Interprets TABE testing results and career assessment modules. Provides career counseling for youth, adult and dislocated workers. Assists in development of effective individualized employment development plans. Provides information and orientations on NDWD program services, requirements, and available linkages and resources. Assists in the implementation of NDWD employment and training services and activities with local chapter governments, employers, required program partners, and other service providers. Keeps informed of current job opportunities and future job forecasts. Manages assigned caseload, documents case management, ensures strict confidentiality of all participant records. Implements Work Readiness and career exploration workshops. Plans, organizes and assists with Job Fairs and training conferences. Conducts orientations to co-workers on implementation of testing and assessment requirements. Oversees the local NDWD learning center, assigned computer equipment. Assists program participants with resume-writing and internet job search. May assist with core services and Rapid Response services to employers and affected workers. Conducts travel to provide program services and follow-up services for ongoing assessments. Orders needed materials and supplies for the learning center. Composes written correspondences, flyers, progress reports and trip reports. Conducts business travel to attend meetings Navajo Nation wide.

chapter governments, employers, required program partners, and other service providers. Keeps informed of current job opportunities and future job forecasts. Manages assigned caseload, documents case management, ensures strict confidentiality of all participant records. Implements Work Readiness and career exploration workshops. Plans, organizes and assists with Job Fairs and training conferences. Conducts orientations to co-workers on implementation of testing and assessment requirements. Oversees the local NDWD learning center, assigned computer equipment. Assists program participants with resume-writing and internet job search. May assist with core services and Rapid Response services to employers and affected workers. Conducts travel to provide program services and follow-up services for ongoing assessments. Orders needed materials and supplies for the learning center. Composes written correspondences, flyers, progress reports and trip reports. Conducts business travel to attend meetings Navajo Nation wide.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Sociology, Social Work, Psychology, Human Services or related field; and two (2) years of experience providing direct services.

Special Requirements:

- 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.
- A favorable background investigation is required. ***(If selected for the position tribal, federal and state background checks must be completed prior to employment at the applicant's expense).***

(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:

Must be a people person and enjoy working with people of all ages. Must know counseling techniques, career decision-making, organization of case records, and be knowledgeable of current NDWD assessment and testing requirements. Must be computer literate. Knowledge of NDWD, WIOA and NEW Program requirements. Must be able to conduct workshops.

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