THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO:	**DHR0959453**	DATE POSTED:	**11/03/14**
POSITION NO:	**931005**	CLOSING DATE:	**11/17/14**
POSITION TITLE:	**EMPLOYMENT ASSISTANCE OFFICER**		
DEPARTMENT NAME / WORKSITE:	**DHR/Navajo Department of Workforce Development, Crownpoint, NM**		

WORK DAYS:	Monday - Friday	REGULAR FULL TIME:	☑		GRADE/STEP:	AB59A
WORK HOURS:	8am - 5pm	PART TIME:	☐	NO. OF HRS./WK.:	$ 26,270.40	PER ANNUM
		SEASONAL:	☐	DURATION :	$ 12.63	PER HOUR
		TEMPORARY:	☐			

DUTIES AND RESPONSIBILITIES:

This job requires dealing directly with the public and providing program information and services to eligible NDWD program participants. Conducts program orientations and presentations on NDWD programs. Conducts interviews for program eligibility determination and validates program eligibility requirements. Conducts recruitment activities and selects eligible program participants for NDWD program services. Prepares all forms requirements for participant records and reporting, including program service strategies, case notes, supportive services needs, job development, and post program follow up services. Prepares payment forms for program participants. Reviews and monitors work experience payroll timesheets; assist with disbursement of payroll checks. Performs career counseling and case management duties; conducts on-site visits with assigned participants and training providers. Conducts work readiness workshops and assists with planning of program activities, to meet program performance goals and planned expenditure levels. Initiates linkages and negotiates worksites training agreements with local employers. Implements job development activities. Performs chaperoning duties. Collaborates with local schools and partners for youth program services. Initiates and promotes linkages with other resources for cost-sharing of training costs. Provides information on application for other financial resources; assists program participants with online applications. Submits progress reports, trip reports and travel request to supervisor.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Social or Behavioral Science, Business Administration or related field; and two (2) years of experience developing employment opportunities for economically disadvantaged and unemployed clients.

Preferred Qualifications:

- Two (2) years of experience in conducting career assessments and developing employment opportunities for youth and adults.
- Proficient in Microsoft Office software or other computer applications.

Special Requirements:

- Possess a valid state driver's license.

(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 people-oriented and have good communication skills. Must be knowledgeable of NDWD, WIA, NEW program, and Navajo Nation requirements. Must have interviewing and career guidance skills, and be able to interpret assessment results and local labor demands. Must have good reading and writing skills; and be computer literate using current applications.

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