

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DHR0972964

Date Posted: 03/14/11

POSITION NO: 932181

Closing Date: 03/25/11

CLASS CODE: 3802

POSITION TITLE: COUNSELOR

DEPARTMENT NAME: Navajo Department of Workforce Development

DEPARTMENT NO: 97 WORKSITE LOCATION: Chinle, AZ

WORKS DAYS/HOURS: POSITION TYPE: GRADE: N62A

Days: Monday-Friday

Permanent:

SALARY:

Hours: 8AM to 5PM

Temporary:

Duration: Full-Time \$ 30,950.40 Per Annum

Part-Time:

No. of Hrs/Wk: 40 \$ 14.88 Per Hour

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. Plans remedial training and administers the Plato Learning software. 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 and software. Monitors use of computer equipment and software. 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-side.

QUALIFICATION REQUIREMENTS:

Education and Training:

An Associate's degree in Sociology, Social Work, Psychology, Psychiatry, or related field; and

PREFERRED: Associate in Career Counseling

Experience:

two (2) years experience providing direct services; or an equivalent combination of education, training, and experience that provides the capabilities to perform the described duties.

(To receive full credit for education/training, applicant must submit copies of college transcript, certificates, diploma, etc.)

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 and be able to learn administration of computer learning software, preferable Plato. Knowledge of NDWD, WIA and NEW Program requirements is required, or of other similar program. Must be able to conduct workshops.

License/Certification Requirements:

PREFERRED: Valid State Operator's License and must be able to obtain Navajo Nation Tribal 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