



*Pride of the Ojibwe*

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### **\*Job Opening\***

#### **LCO TRIBAL TANF/WIOA JOB DEVELOPER/SUPPORT SPECIALIST Lac Courte Oreilles Tribal TANF/WIOA Programs**

Posting Date: January 4, 2018  
Closing Date: January 19, 2018  
Wage/Salary: Negotiable (D.O.Q. 32 Hours/Week)  
Location: LCO Tribal Building  
Supervisor: LCO Tribal TANF/WIOA Director  
Administration: Lac Courte Oreilles Tribal Government Personnel Policies and Procedures Manual.

#### **Position Summary:**

The LCO Tribal TANF/WIOA Job Developer/Support Specialist will assist in promoting and developing employment and on-the-job training opportunities for American Indians. The successful candidate will be an energetic individual with a positive attitude who appreciates working with American Indians. The Job Developer's primary responsibility will be to work with employers in Sawyer County to place consumers in available jobs. This will include explaining services provided by the program including job accommodations, assistive technology, and job-training. Must also conduct outreach activities; instruct program consumers in resume-writing, job search and interviewing techniques. The job Developer will also provide direct support in assisting counselors with program information, outreach, consumer transportation, and other program services.

#### **Duties and Responsibilities:**

- Work with TANF Counselors, and service providers to assess the employability of program consumers.
- Provide TANF/WIOA consumers with career exploration, job search assistance, resume development, Interviews, etc.
- Work with TANF Counselors and consumers in the development of Individualized Plans for employment.
- Perform follow-up visits to consumers and employers to assure the needs of both area met.
- Contact, develop and maintain ongoing working relationships with tribal and non-tribal employers for the purpose of promoting and developing employment opportunities and on-the-job training programs for Consumers.
- Participate in program outreach activities such as job/resource fairs and employer forums to increase awareness of project and advantages in hiring individuals.
- Complete necessary documentation for all case work activities to ensure compliance with federal regulations, program policies and procedures, and complete and accurate consumer files.
- Provide consumer transportation and other services necessary related to program consumer's Individual Plan for employment.
- Provide support for other tribal TANF/WIOA program activities to include program information, community presentations and meetings.
- Participate in trainings, seminars, meetings, and program evaluation activities.

- Provide support with Tribal TANF/WIOA intake.
- Other duties as necessary to fulfill the responsibilities and requirements of the program.

**Qualifications:**

- Associates Degree in Business Administration or Human Services preferred, or degree in related field is Acceptable, with the interest in continuing education.
- Two years related experience in a counseling, job placement position, or employment assistance and social services to Native Americans.
- Be dependable, reliable, courteous, highly-motivated self- starter and be able to work with minimal supervision.
- Have excellent written and verbal communication skills. Ability to plan, organize and schedule priorities efficiently/effectively.
- Must be able to successfully pass a background check(s), a preliminary background check will be performed upon receipt of the employment application.
- Proficient with a variety of computer programs including Microsoft Office and Excel.
- Mature adult. Tribal preference applies.
- Must be culturally sensitive to Native Americans and have an awareness of Ojibwe culture and traditions.
- Must have valid Wi Driver's License, reliable transportation and full auto insurance coverage.
- Must be aware of and strictly abide by the code of confidentiality.
- Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

**Application Procedure:**

Submit complete LCO Employment Application, resume, at least three (3) personal letters of reference, and any other supportive documents. Resume should indicate personal information related to position for which applicant is applying, education, experience, professional and/or community involvement and availability. Preliminary background check(s) will be conducted upon receipt of application. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

Mail or Submit information to:

Lac Courte Oreilles Tribal Government  
 ATTN: Holly Trepanier, Human Resources Director  
 13394 W. Trepania Road  
 Hayward, WI 54843

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.