

KAWERAK POSITION DESCRIPTION

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| DIVISION: | Education, Employment & Training |
| JOB TITLE: | Job Development Specialist |
| POSITION STATUS: | Regular, Full-Time |
| EXEMPT STATUS: | Non-exempt |
| PAY GRADE SCALE: | 12-13-14 |
| SUPERVISOR: | Tribal Welfare Assistance Director |

BRIEF SUMMARY OF JOB RESPONSIBILITIES:

1. Assist the TWA Director with the coordination and implementation of the Native Employment Work Service to the residents of the Bering Strait region.
2. Provide Job Development Services to referrals participating in the Alaska Temporary Assistance Program (ATAP) in the Bering Strait region and partner effectively with the Department of Public Assistance Nome Work Services Case Managers.
3. Identify, recruit, and coordinate public, non-profit and other businesses and agencies in the Bering Strait villages to sponsor work experience (volunteer) placements and activities, ensuring the worksite is adequate and a current Site Agreement is signed.
4. Negotiate with the worksites placement opportunities that best fit of needs of the worksites and ATAP participants, including: determining onsite supervisors, identifying work activities, creating time schedules, and collecting timesheets.
5. Provide job coaching, job development, job referrals, subsidized employment, subsistence work experience & self-employment based on clients' needs, interests, skill level, education and experience.
6. Research workplace professionalism and available training opportunities within the Bering Strait Region, State, and organizations that may benefit participants in becoming self-sufficient. Develop PowerPoint presentations for participants to learn more current information to assist and promote self-sufficiency.
7. Supervise or provide worksite supervisors with assistance in the supervision of ATAP participants as needed. Keep regular contact with worksite supervisors to ensure program success, client participation, and worksite satisfaction.
8. Maintain mandatory records in the State of Alaska Case Management Information System and other state and federal databases as required. Maintain Kawerak Native Employment Work Services confidential client files consistently and adequately.
9. Provide a narrative report and data report of work with clients and sites to Program Director each month.
10. Travel frequently to remote villages in the Bering Strait Region to meet face-to-face with participants and worksite supervisors, and promote positive collaboration with village schools, businesses, and organizations.
11. Attend trainings as required.
12. Cross train with other TWA staff and assist when needed.
13. Work with the TWA Director to develop and enhance Kawerak's employment programs.
14. Other duties as assigned by the TWA Director.

QUALIFICATIONS:

1. Associate's degree in social work, counseling, rural development or human-services related field required, OR two years (2) of work experience in human services/welfare assistance can be substituted for the degree requirement on a year for year basis.
2. Ability to work effectively with people from a variety of backgrounds.
3. Must possess strong written and oral communication, organizational and problem solving skills.
4. Must maintain strict client confidentiality.
5. Must possess knowledge in computer related programs such as Microsoft Word, Excel, PowerPoint, Outlook and Windows software.
6. Must be willing and able to travel.
7. This position is a Covered Position subject to all requirements of the Alaska Barrier Crimes Act AS 47.05.310-47.05.390, 7 AAC 10.900-10.990, and to the Indian Child Protection and Family Violence Prevention Act, 25 USC 3201-3211 (ICPA). A background check clearance is required, including fingerprints, and the employee's name will be submitted to the Background Check Unit of the State of Alaska Department of Health and Social Services and entered into their central registry. Barrier Crimes Act and ICPA requirements apply and must be complied with at all times in order to remain in the position

EEOC

Approved (9-2-16)