



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department

P.O. Box 279 • La Push, WA • 98350

(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Employment Support Coordinator

HOW TO APPLY: Send Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

**The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350**

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Employment Support Coordinator**

Supervisor: TANF Program Manager

Location: Department of Human Services

Work Info: Full Time: 40 Hrs/Week (M-F)

Salary: DOQ/E

POSITION SUMMARY:

The Employment Support Coordinator position is responsible for offering supportive case management, to adults involved in the TANF Program, teenagers participating in the Youth Opportunity Program, and individuals in the General Assistance Program and Job Placement Programs find and keep gainful employment. The Coordinator will work in cooperation with the TANF Program Manager to develop and implement quality employment services according to all Federal, Tribal and State regulations, and training services for clients in support of program mission, vision and goals. The Coordinator will also be responsible for running and managing the WEX, Subsidized Employment, General Assistance, and Job Training programs. Incumbent is responsible for establishing rapport and good working relationships with participants and community agencies.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

Employment & Training Duties:

- Establish and utilize a strengths-based approach to assessing client strengths, interests and goals and developing educational and/or vocational plans that meet the individual aptitudes, education level, abilities and goals of each client
- Provide or arrange academic, vocational and/or other evaluations to better determine client needs and offer services
- Collaborate with client to identify possible barriers and solutions
- Develop and monitor employment opportunities tailored to the client's goals, vocational interest and ability, including but not limited to Work Experience Positions and Subsidized Employment opportunities
- Meet regularly with clients in the office, at the client's home, or at the client's job site
- Manage multiple programs (WEX, GA, Subsidized Employment)
- Utilize program tracking system to record and track client progress in relation to program goals and objectives
- Prepare and maintain case files including eligibility information, services provided, narrative/case notes and correspondence
- Develop employment opportunities, placing clients and monitoring progress and success
- Assist clients with college planning to include selection, financial aid and monitoring progress
- Assist in the development of Employment and Training and culturally relevant self-sufficiency activities and curriculum for individuals and small groups
- Facilitate workshops including Job Club, Job Readiness, Resume Building and other trainings to include interviewing skills, job retention, job search, appropriate attire and other related topics
- Participate in team meetings with other programs at client's request
- Meet with employers to learn about the needs of their business, and collaborate with those businesses to place clients in working positions
- Assist clients in locating and accessing community support and resources needed to start work

- Other duties as assigned

SKILLS, KNOWLEDGE AND ABILITIES

- Ability to work independently and manage case files.
- Ability to input case notes, case plans, and other information into a computer database
- Ability to scan files.
- Ability to create services around an individual's need
- Ability to work with various outside agencies
- Ability to drive a car
- Ability to create a curriculum for trainings
- Ability to write reports to granting agencies
- Ability to manage difficult conversations with clients

WORK ENVIRONMENT:

- This is an office job with sitting for long periods of time. Ability to visit client's homes in varied conditions.

PHYSICAL DEMANDS:

- Sitting for long periods of time. Driving for long periods of time. Ability to lift 40 pounds.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

Minimum/Preferred Qualifications:

Minimum

- Must have an Associate's Degree in human services, social services, psychology, anthropology, or related field. **OR** A High School Diploma or GED and two (2) years of relevant work experience in employment services, social services, or a related field.
- Must possess a valid Driver's License, and an excellent driving record
- Must be capable of handling sensitive issues in an unbiased, confidential, and compassionate manner.
- Must have effective verbal and written communication skills, be able to explain complicated information in lay terms and work well with many different personalities and age groups.
- Must be reliable, punctual and possess excellent time management skills.
- Possess excellent customer service skills
- Have an understanding of Quileute culture and the La Push community.

**** A combination of relevant education and related work experience may be considered. If an individual has extensive work experience (10+ years) in social services setting, including 3-5 years management level experience, but lacks formal education requirements, an applicant willing to work towards their bachelor's degree in education, or related field as a condition of employment, may be required. ****

Preferred

- Bachelor's degree in social services, human services, or similar
- Experience working in Tribal human services
- Experience with governmental and local databases such as TAS, RiteTrack, etc
- Experience working with Tribal families
- Two years' experience working with adult learners in diverse cultural, social and economic populations
- Experience in and working knowledge of Tribal TANF operations and procedures
- Experience with Motivational Interviewing, Bridges Out of Poverty curriculum or other case management training

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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