

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2015-013 **Issue Date:** 02-04-15 **Closing Date:** 02-24-15

Program Manager
Native Workforce Development
Department of Human Service
Hourly Wage: \$20.49/Regular/Full-Time

Responsible for programs that provide services to enable Native Americans to qualify, accept and retain employment with the ultimate goal of self-sufficiency. Coordinate activities to accomplish goals and objectives, meet budget criteria and comply with Federal, State and Tribal Regulations, procedures and performance standards. Required to expand both knowledge and activities to develop resources to serve the unmet needs of special target groups, including the unemployed, underemployed, uneducated, TANF recipient, offender, person with disabilities, veterans, displaced homemakers, low income and poverty level income and other hard to employ individuals who face employment/training barriers. Responsible for the administration and coordination of multiple employment, training and placement programs to complement the Tribe's mission to provide opportunities for socioeconomic, employment, education and training enhancement that leads to self-sufficiency. Services may be funded by grants and /or contracts from Federal, State, and /or Tribal funds. Current programs include Workforce Investment Act (Comprehensive Services & Supplemental Youth Services), Tribal College Internship/Summer Youth Employment and Native Employment Works. Responsible for the development, administration and implementation of activities; evaluation of program personnel; oversight to insure coordinated elements meet established programmatic tribal-wide goals and objectives within guidelines and mission statement. Must exercise management practices to ensure accountability and protection of Federal, State and Tribal assets. Provide leadership within component, as well as public relations enhancement and be functional in job development activities. Responsible to plan, Coordinate and collaborate with other programs and entities which serves as a nucleus, leverage for building funds, eliminate duplication of effort and to use availability of other resources.

Knowledge, Skills and Abilities:

- Knowledge, ability and skill to perform any writing and communication necessary to achieve goals and objectives, and grant writing knowledge.
- Knowledge of employment, training and placement programs; related regulations, policies, and procedures applicable to program area.
- Knowledge of management practices and principles, including demonstrated knowledge of personnel and financial management; and working knowledge of JDE system.
- Knowledge of, and sensitivity to, tribal cultural values, traditions, practices, and history.
- Ability to establish goals, objectives, comprehensive plans, forecast probable program changes and adjust operations accordingly, including job duties delegating and/or changing staff responsibilities as necessary.
- Ability to learn current trends, developments, and criteria of the vocational and occupational training, as well as job market opportunities and career awareness.
- Ability to establish and maintain effective working relationships both in-house and inter-agency.

General Recruiting indicators:

- Graduation from a four-year college with coursework in business, public administration, or education, and at least five years of experience in a management position; OR a combination of college and management work experience that demonstrates the ability to perform the required work.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.
- Required to successfully complete a pre-employment background check.
- Washington State driver license and ability to obtain a Yakama Nation Tribal Driver permit is required.