

APPLY IN PERSON AT:
Human Resources Department
909 Packerland Drive
Green Bay, WI 54303



OR MAIL TO:
Human Resources Department
P.O. Box 365
Oneida, WI 54155-0365

APPLY ONLINE AT:
<http://oneida-nsn.gov>

Phone: (920) 496-7900
Fax: (920) 496-7490

A good mind. A good heart. A strong fire.

POSITION TITLE: Job Training Counselor Trainee
POSITION NUMBER: 03031
DEPARTMENT: Job Training
LOCATION: 2640 West Point Rd. Green Bay
DIVISION: Governmental Services
RESPONSIBLE TO: Administrator
SALARY: NE7 \$16.95/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-exempt
POSTING DATE: April 15, 2019
CLOSING DATE: April 22, 2019
Transfer Deadline: April 22, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will be trained to be the Job Training Counselor for the Workforce Innovation Opportunity Act (WIOA) grant program. This position works directly with clients, providing training, assessing and preparing an Employability Development Plan and placement into work experience as client becomes ready. Coordination is required with various tribal departments and external entities. Evening and weekends are required. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Assist clients in completing eligibility certification process.
2. Assist clients in developing Employability Development Plan using the appropriate methodologies related to job placement. Plan, organize and recruit for clients employment and training projects. Duties include work experience, job site development, monitoring client's progress, and assisting clients with problems, which may interfere with educational attainment or work performance.
3. Assist with the implementation and reporting of the Oneida Job Training grant according to Federal Regulations and guidelines.
4. Assist clients in vocational exploration, career selection and appropriate training and career development related experiences.
5. Maintain accurate up-to-date client characteristic sheets, counseling logs and other files required by Job Training Program Guidelines, Tribal Policies and Procedures and other pertinent laws, rules and regulations.
6. Monitor and re-evaluate client progress and assist clients by facilitating problem resolution, for issues which may interfere with employability or work performance. This includes working with prevention programs and knowledge of community-wide services for referral.
7. Develop, coordinate, and market program activities for classroom training, on the job training, work experience, and supportive services for both Adult and Youth programs.
8. Develop work sites with tribal, community programs, and local businesses, and monitor placement.
9. Assist and/or refer clients who exhibit problems related to employability to appropriate agencies or resources for assistance.
10. Initiate job contacts, follow-ups, and placement site development.
11. Assist in developing, coordinating and implementing career development workshops and seminars.
12. Schedule work hours to meet the needs of the community for groups or individual career development activity as requested or approved by the director. This may include evening hours.
13. Attain working knowledge of Oneida programs and services and establish working relationships with program staff.

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DUTIES AND RESPONSIBILITIES: (Cont.)

14. Follow up and record consumer's activity and progress data in provided database.
15. Coordinate and participate in team processes relating to employment outcomes.
16. Assist with Job Center staffing and upkeep.
17. Practices excellent customer service skills at all times to include, but not limited to addressing consumer and employee needs.
18. Contributes to a team effort and accomplishes related results as required.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. Occasionally stand; stoop, kneel, crouch, crawl and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an classroom or office setting with a moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge and experience working with computers, to include internet research for employment purposes, and experience
2. working with MS Office Suite and databases is required.
3. Knowledge of record-keeping responsibilities and data management (i.e. filing, bookkeeping and other record-keeping) is required.
4. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment is required.
5. Ability to work collaboratively with other departments to ensure success for the client is required.
6. Ability to operate office equipment such as calculator, copy and fax machines is required.
7. Ability to be dependable and conscientious, possess initiative, be self-motivated and capable of working independently.
8. possess strong oral and written communication skills; ability to plan, organize, and schedule priorities efficiently and effectively.
9. Must possess strong people skills; good administrative, organizational, problem solving, and marketing skills.
10. Must be culturally sensitive to Native Americans and have an awareness of Native culture and traditions.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
14. Employees are required to have proof of immunity or dates of 2 doses of MMR and proof of immunity or dates of 2 doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

1. Two (2) years verifiable counseling experience and; or equivalent combination of education and experience.
2. One (1) year previous experience working in a job training or workforce development program.
3. One (1) year previous experience in providing career planning, employment and training related services to youth or supervisory experience.
4. Previous experience working with youth.
5. Experience in case management with unemployed, underemployed or at-risk populations.
6. Experience with electronic data management programs preferred.
7. Demonstrated experience developing and delivering professional presentations.

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Social Sciences, Counseling, Education or closely related field.

ITEMS TO BE SUBMITTED:

- 1.
- 2.