

**SITKA TRIBE OF ALASKA**  
**Job Description**  
**JOB TITLE: Tribal Employment Specialist**

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Exempt:	Yes	Starting Salary: \$32,000-\$38,000
Department:	Education and Employment	Hours: 8 a.m. – 4:30 p.m.
Reports to:	Education and Employment Director	Application close: July 10, 2009

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**I. SUMMARY:**

The Employment Specialist provides employment and career support services for eligible tribal clients. The Specialist will guide and direct clients to facilitate their employment goals and objectives by performing assessments, interviews and orientations, proposing educational and/or career plans and solutions.

Specifically, the Specialist will work closely with the Sitka Tribe of Alaska's Financial Assistance Caseworker to: (1) encourage and monitor participation of clients in tribal training programs and other employment opportunities; and (2) the development, maintenance and achievement based on individual career plans.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:**

**A. Adult Vocational Training Scholarship and Career Counseling**

1. Coordinate with organizations such as: UAS/GED, YABAH, Boys & Girls Club, Department of Labor, Southeast Alaska Career Center and SEARHC to develop opportunities for Tribal citizens in career development
2. Work with STA's Financial Assistance Caseworker to coordinate childcare and training opportunities that best fits the need of the tribal citizen and his or her family.
3. Participate in a variety of certification programs that the Tribe, UAS, Shee Atika, and other organizations will be creating.
4. Attend and host career and employment development meetings with local, state and tribal service providers.

**B. Tribal Employment Rights**

1. Research federally funded construction projects to ensure that the contractor is following tribal employment laws.
2. Participate in the Sitka Tribe of Alaska's hiring process (as needed) and try to regularly participate in hiring for other positions in the community of Sitka such as the Sitka School District, City of Sitka including the Sitka Police Department and SEARHC.
3. Meet with Sitka's employers and tribal citizens regarding existing employment opportunities and meeting the requirements to apply for and attain employment. Co-facilitate job ready activities and skill development training.
4. Continue to develop the job skills bank in electronic form.

**C. Summer Youth Employment Programs**

1. Coordinate with other organizations including but not limited to: Central Council Tlingit and Haida Indian Tribes of Alaska (CCTHITA) and/or the State of Alaska's Division of Business Partnership's Workforce Investment Act for summer work experience for youth including other STA departments.
2. Work closely with the Youth career programs at SEARHC, Youth Advocates of Sitka and other organizations that work directly with youth.
3. Participate in career fairs, workshop development and planning, and network with the community to place tribal citizens and students in summer, seasonal or full time employment.

**D. Meetings Reports and Other**

1. Keep Education and Employment Director informed weekly concerning work progress, including present and potential problems and suggestions for new or improved ways of addressing problems.
2. Participate in regular Education and Employment and all staff meetings.
3. Attend all staff meetings
4. Participate in STA all-staff events which may occur after hours or on weekends, including but not limited to Annual Picnic, Annual Meeting, Annual Native American Heritage month parade, and other all-staff events that arise throughout the year.
5. Prepare monthly written reports of activities for Director to include in the Tribal Council regular meeting packet.
6. Prepare report for inclusion in the Education and Employment Department report to Tribal Citizens in quarterly Newsletters and the Annual Report.
7. Respond to questions/comments in a courteous and timely manner.
8. Perform other duties as assigned.

**III. MINIMUM QUALIFICATIONS**

**A. Education and Experience:**

Associate Degree in Education, Social Work or a similar field from accredited University or College

**OR**

High school graduate and three years working in the field of career or employment development

**B. Skills and Abilities:**

1. Excellent writing and editing skills.
2. Ability to manage multiple tasks, work independently with minimal guidance, take initiative and work as a team player.
3. Ability to use Microsoft Office programs (Word and Excel) with proficiency.
4. Ability to establish and maintain effective working relationships with STA staff, private and public organizations and the general public.
5. In previous employment, demonstrated ability to be a reliable worker (show up on time and consistent with the required work schedule).

**C. Criminal History:**

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, submit fingerprints and submit a supplemental employment application. No individual may fill this position

- Who has been convicted of any crime involving a sexual offense
- Who has been found guilty of two misdemeanors or one felony of a crime against a person, a child or involving violence
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness.
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an imminent partner or child.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

**D. Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance:**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

**IV. PREFERRED KNOWLEDGE**

1. Knowledge of tribal hiring preference in federal contracting.
2. Experience providing individual career and employment counseling with clients.
3. General knowledge of the employment, career and direct financial assistance available through other resources outside of STA.

**V. PREFERENCE**

Tribal Native Preference Policy Applies, as outlined in the STA Hiring Policy.