



HOH INDIAN TRIBE

P.O. Box 2196 • FORKS, WASHINGTON 98331
TELEPHONE (360) 374-6582 • FAX (360) 374-5426

Position Description

Job Title	Work Force Coordinator
Department	Administration
Reports To	Executive Director
Status	Permanent/Full Time
Salary Range	D.O.E.
Location	Hoh Tribe Reservation

Summary

The Work Force Coordinator will assist Tribal individuals in oversight duties of education workforce incentive programs to achieve their career goals. The position aims to provide job creation, workforce development, and barrier removal to integrate Prime Age Unemployment Gap (PAEG) individuals and underserved areas into the workforce for our Hoh Tribe. Taking directives, planning, researching, organizing, implementing, and directing action as necessary.

Duties and Responsibilities - The duties of this position include, but are not limited to:

- Conduct assessment of career interests and training needs of Prime Age Unemployment Gap (PAEG) tribal members and families.
- Conduct an assessment of skills and positions needed within the tribe, including future needs for construction trades, renewable energy, and tourism enterprises.
- Develop a training program for tribal members based on an assessment of the interest of tribal members and tribal needs, and ensure the program is accounted for in a manner consistent with federal rules and regulations, Tribal policy and procedures, and program policy and procedures.
- Work with Peninsula College and other education and training providers to identify existing programs and develop customized training programs to meet the needs of the tribes PAEG members and the tribe.
- Develop job shadowing and on-the-job training programs for tribal positions.
- Develop individual education goals and plans for Workforce participants
- Create systems for tracking program participant qualifications, services received, and outcomes.
- Ensures that all reports required are filed on time.
- Monitors program budget balances to ensure budget compliance.

- Develop support services, including transportation assistance and supply equipment within recomplete projects to meet participant needs so they can succeed in training and enter the workforce.
- Recruit participants for workforce training program.
- Provide job training and education to qualified PAEG members.
- Provide transportation costs for PAEG members to access training offers that will ensure that all members, regardless of their location or financial situation, can participate in valuable training programs.
- Provide workforce and school supply costs for PAEG members to access training offers that will ensure that all members, regardless of their location and financial situation, can participate in valuable training programs.
- Other duties as assigned.

Skills and Specifications

- Ability to communicate effectively both orally and in writing.
- Ability to grasp, understand, and implement business concepts and practices.
- Ability to influence others to perform their jobs effectively and make sound decisions.
- Ability to evaluate, plan, organize, and initiate new programs and/or sustain existing programs.
- Ability to set priorities, make sound decisions, and complete tasks as directed by the Executive Director.
- Ability to develop, follow, and enforce Tribal policies and procedures.
- Ability to complete tasks under stressful situations and respond appropriately.
- Ability to develop and maintain effective, professional relationships with staff, council, the Tribal community, and external organizations.
- Ability to use Microsoft Word, Excel, and Access databases and interpret financial reports.
- Must be detail-oriented and have the ability to multitask
- Ability to comply with the Tribe's Drug and Alcohol-free workplace.

Education and Qualifications

- Highschool diploma/GED required.
- Experience with Indian Programs working closely with Native communities preferred.
- A combination of education, training, and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job, may be considered.
- Must pass WA State Patrol background check and complete a pre-employment alcohol and drug test. Subject to post-hire random drug testing.
- Valid Washington State Driver's License and liability insurance. Must be able to meet GSA driving requirements.

Job Demands - The physical demands described here are representative of those that are required for an employee to perform the essential functions of this job.

The employee regularly works in indoor conditions with routine exposure to video displays. The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is regularly required to sit and occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

This position is covered by the provisions of the Crime Control Act of 1990, Subchapter V - Child Care Worker Employee Background Checks (42 U.S.C. 13041) and the Indian Child Protection and Family Violence Prevention Act of 1990 (25 U.S.C. 3201-3210). As such, each applicant will be required, as a pre-condition to employment, to submit to a criminal history background check.

Except as provided by the Federal Indian Preference Act, Title 25 USC 45 – 46, there will be no discrimination in the selection process for this position because of race, color, age, sex, national origin, physical handicap, marital status, political membership, or non-membership in an employee organization. If the applicants have equal qualifications, preference will be given to Native Americans and Alaskan Natives. Applicants claiming Indian preference must submit verification of Indian certification by tribe of affiliation or other acceptable documentation of Indian heritage. All other interested persons are encouraged to apply.