



Shingle Springs Tribal TANF

2033 Howe Ave, Suite #100, Sacramento, CA 95825

Main Number: (916) 760-1660

Fax Number: (916) 760-1661

E-mail: tribaltanf@sstanf.org

**Tribal TANF is Administered by the
Shingle Springs Band of Miwok Indians**

Position Title: Employment Coordinator

JOB SUMMARY:

Supervising the field office staff (Adult Employment Specialist and Youth Employment Specialist) and shall oversee and monitor the integrated service delivery process throughout all three counties, Auburn, El Dorado and Sacramento service area. Shall provide direct integrated employment program services to clients, assessment and on-going case management. Shall be responsible for employment orientation of clients; labor market information; work readiness; job development; complete and or negotiate agreements and/or contracts to provide effective training opportunities; development of individual service plans, providing reports for evidence based practices; facilitate employment workshops for clients; monitoring contracts, and providing program oversight to ensure successful program operations. Coordinate and collaborate with SSTT team, project managers, partners and training team to assess employment needs.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Business or a Human Services related field is required.
2. Two years of relevant experience in managing projects.
3. One year of supervision experience is desired.
4. Must be able to read, write, speak and understand the English language.
5. Solid research skills and instructional savvy to create and present clear and effective instructional content.
6. Must have excellent writing, editing, and proofreading skills.
7. Intermediate knowledge of MS Word and PowerPoint.
8. Grant writing and event coordination experience desired.
9. Must possess a valid California Driver's License, a reliable automobile and auto insurance.
10. Must be able to travel between sites and to offsite events as needed, including some overnight travel.
11. Must pass a criminal background check from the Department of Justice.

KNOWLEDGE OF:

1. Knowledge of state and federal Tribal TANF policies and procedures and regulations.
2. Knowledge of California employer systems, including but not limited to, Social Security/Disability, Employment Development Department, Sacramento Employment and Training Agency, California State and County Jobs.

Shingle Springs Tribal TANF

2033 Howe Ave, Suite #100, Sacramento, CA 95825

Main Number: (916) 760-1660

Fax Number: (916) 760-1661

E-mail: tribaltanf@sstanf.org

**Tribal TANF is Administered by the
Shingle Springs Band of Miwok Indians**

ABILITY TO:

- Assist with employment, vocational training, career development, youth leadership activities and vocational opportunities.
- Monitor Computer Lab; Facilitate Employment Orientations; Resume Preparation; Resource Networking and Job Search.
- Track program targets and milestones to ensure compliance with contractual requirements.
- Provide data and Progress reports to program managers.
- Ensure that qualitative and quantitative data is collected for continuous training improvement and for reports to funders.
- Utilize data to inform training decisions and recommendations.
- Ensure that class participants complete pre/post training assessments and evaluations in order to collect data for progress reports.
- Evaluate all training sessions and provide follow-up support to training attendees as needed.
- Provide employment and vocational training information, via e-mail, telephone calls, site visits, and conferences.
- In conjunction with the Education Coordinator and other Project Managers, plan and coordinate annual state conference including, but not limited to, developing and revising training materials, planning logistics and conference activities/trainings, and coordinating trainers and presenters.
- Verify and approve service hours of SSTT participants serving in all three counties.
- Ensure that program operates within the contracted budget amount.
- Ability to work with individuals and a team with diverse economic, social, educational and cultural backgrounds.

Salary Information: DOE (This position is full-time working 40 hours per week.)

Location: Sacramento, CA

Application Deadline:

To apply, please forward a resume to:

Location: Shingle Springs Tribal TANF Program; Sacramento, CA

Application Deadline:

To apply, please forward a resume to:

Human Resources Assistant

P.O. Box 1340, Shingle Springs, CA 95682

or email to: employment@ssband.org

Ph: (530) 387-4973 Fax: (530) 676-8033

Shingle Springs Tribal TANF

2033 Howe Ave, Suite #100, Sacramento, CA 95825

Main Number: (916) 760-1660

Fax Number: (916) 760-1661

E-mail: tribaltanf@sstanf.org

**Tribal TANF is Administered by the
Shingle Springs Band of Miwok Indians**

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). Applicants claiming Indian Preference must submit verification of Indian certified by tribe of affiliation or other acceptable documentation of Indian heritage.

EQUAL OPPORTUNITY EMPLOYER: Within the scope of Indian Preference, all candidates will receive equal consideration without regard to race, color, age, gender, religion, sexual orientation, national origin, medical condition or conditions of Acquired Immune Deficiency Syndrome (AIDS) and AIDS Related Complex (ARC) or other non-merit factors.

Age Discrimination in Employment Act (ADEA): The Shingle Springs Rancheria abides by the mandates of the ADEA (protecting individuals 40 years and older) and considers age a non-merit factor in all employment decisions and considerations.

Americans with Disabilities Act (ADA): The Shingle Springs Rancheria abides by the mandates of the ADA and considers disability a non-merit factor in all employment decisions and considerations. Furthermore, the Shingle Springs Rancheria will make any practical, feasible, and reasonable arrangements to accommodate qualified applicants and employees with disabilities.

Note to Applicants: Please be advised that you may be asked to get a Department of Justice Fingerprinting clearance and pre-employment drug test as a contingency for an offer of employment. Criminal clearances are obtained to protect the welfare and safety of clients receiving services at the Shingle Springs Rancheria Tribal TANF program.

I acknowledge that I have received a copy, read, and understand this job description.

I also understand and agree that the information contained in this job description does not constitute an employment contract between Shingle Springs Band of Miwok Indians and me, and that either I or Shingle Springs Band of Miwok Indians may terminate our employment relationship at any time, with or without cause.

Employee Signature: _____ Date: _____

Employee Name (Print): _____