



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Workforce Development Specialist (1 FT – Commerce Department)**
Repost

Pay Grade: NE3 **Hiring Range:** \$16.22 - \$18.10 – **Commensurate with Verified Qualifications.**

Status: Exempt; Bi-Weekly pay

Background Check: Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: This position is responsible for the development of the LRB Tribal Preference workforce through the training and evaluation of eligible applicants. The incumbent strives to place preference applicants into regular employment and work experience opportunities, partnering with the tribal entities and outside employment services and agencies.

Employment Qualifications- Minimum Necessary Qualifications:

A qualified candidate offers:

- High School Diploma or GED; and
- A work experience of two (2) or more years in job placement, development, training or previous program management; and
- Technical skills of an intermediate user of MS Office software, computers, and office equipment; and
- Superior performance in the selection process as determined at discretion of the LRBOI Hiring Team, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy.

Duties and Responsibilities:

1. Facilitates job training, placement, adjustment of newly placed or under-employed workers, and follow up with applicants placed in employment positions.
2. Assists applicants with application submittals, resume writing, and job interviewing skills.
3. Confirms eligibility of applicants/employees for various program benefits offered through department.
4. Composes, types, and edits a variety of correspondence, reports, memoranda and other such documents which requires judgment in regards to content, format, accuracy, and completeness.
5. Maintains department hardcopy and electronic files; establishes approved file maintenance system and monitors adherence.
6. Facilitate the dissemination of the department's communication resources (postings, brochures, e-mails, etc.).
7. Assists Tribal Members in accessing services of the department and other employment agencies.
8. Maintains confidentiality in all aspects of work and complies with all applicable laws and procedures.
9. Performs workload support functions, as assigned by supervisor, associated with department processes. Trains as a cross-functional team member for basic task completion duties.
10. Assists supervisor, or other assigned staff, with the research and compilation of data required for report development. Additionally assist in the writing and formatting of said reports.
11. Represents the department, as requested, in meetings with Tribal Council, other Tribes, outside agencies, or in seminars and serves as an ambassador of goodwill at all times.
12. All other position/department related duties as assigned by supervisor.

Other Skills and Abilities:

During the course of employment, the employee will consistently utilize and demonstrate strong verbal and written communication skills, strong organizational skills, strong presentation skills, strong interpersonal and

teamwork skills, a heightened attention to detail and accuracy, the ability to work independently and cooperatively with other departments, and a commitment to confidentiality.

Supervisory Responsibilities:

None.

Physical Demands:

Sitting for long periods of time, frequent walking, and occasional reaching, bending, kneeling, or stretching is to be expected. The nature of the work also involves manual dexterity to operate office equipment and while keyboarding. An employee will need normal, or corrected to normal range of sight and hearing and will carry work related materials up to twenty-five (25) pounds.

Working Environment:

Work is performed in a climate-controlled office environment. The employee's work schedule may periodically need to be flexible and adjusted according to business need. The employee must be able to effectively handle stressful and compromising situations while remaining focused and professional, as well as be able to deal with difficult people without losing perspective. Occasional overnight or local travel will be necessary to attend meetings or trainings.

Application Instructions:

Obtain an application form fillable online – www.lrboi-nsn.gov (under “Employment” heading) and a copy of the position description by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr, Manistee, MI
49660 phone: (231) 398-6859; Email; apply@lrboi-nsn.gov ATTN: HR*

To apply; please submit completed LRBOI application, and front/back of Tribal ID (if applicable)

to:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI
49660 Fax: (231)331-1233; Email: apply@lrboi-nsn.gov*

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

Posted: 09-03-2024

Remove: Until Filled