SAN CARLOS APACHE TRIBE

HUMAN RESOURCES DEPARTMENT
P.O. Box 0
San Carlos, Arizona 85550
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Terry Rambler
Tribal Chairman

Tao Etpison
Tribal Vice-Chairman

AMENDMENT NO. 1

The amendment is issued to amend the Position Title and Conditions of Employment, all other information remains the same.

VACANCY ANNOUNCEMENT NO.	OPENING DATE	CLOSING DATE
#22-064	January 14, 2022	Open Until Filled

POSITION TITLE AND DEPARTMENT	SALARY
Job Placement & Training Coordinator Education Department	DOE

APPLICATIONS ARE AVAILABLE AT THE TRIBAL HUMAN RESOURCES OFFICE
(Applications must be received in the Human Resources Office by close of business on the closing date)

CONDITIONS OF EMPLOYMENT:

- **In accordance with the San Carlos Apache Tribe Resolution No. AU-21-121, all potential employees must show proof of COVID-19 vaccination for it is mandatory for all Tribal employees to have the vaccine as a condition of employment. All employees who opt-out or otherwise have no proof of vaccination shall be subject to bi-weekly testing for COVID-19 (must provide letter or doctor's excuse when applying to opt-out of receiving vaccination).**
- Regular Full Time position. (non-exempt)
- Applicant must have a valid driver's license.
- Applicant must obtain a BA degree in Education, Business Management, Counseling, Higher Education or related field within three (3) years of employment.
- Applicant will be subject to and must pass a background investigation with a favorable determination. The results of a background check shall only be used for the purpose of determining an individual's suitability for employment. Applicants who provide false or misleading information in their application or authorization may be eliminated from any further consideration. ***Note: Applicants must meet this requirement by completing Item No. 15., on the Application for Employment.***
- Applicant **must** complete a "Child Care & Indian Child Care Worker Position" form to determine your suitability for tribal employment, to authorize a background investigation, and to certify the accuracy of all information in your application. Under P.L. 101-630 Indian Child Protection Act, anyone who answers in the affirmative will be found ineligible and unsuitable for employment with the San Carlos Apache Tribe. ***If you make a false statement in any part of your application, you may not be hired or you may be terminated after you begin work.***
- In accordance with the San Carlos Apache Tribe Drug and Alcohol Policy, all potential employees will be tested for the presence of controlled substances as part of the pre-employment selection process. Applicants who fail to pass the drug test will be ineligible for employment and may not reapply for twelve (12) months thereafter. This policy has been adopted to provide drug-free work sites and to prohibit working while under the influence of alcohol.

DUTIES AND RESPONSIBILITIES:

As a Job Placement & Training Coordinator, under the general supervision of the Education Director, the Job Placement & Training Coordinator plans and develops Reservation-wide program of Employment Assistance which includes Adult Vocational Training, Direct Employment Assistance and apprenticeship opportunities. Shall provide guidance to the Employment Training staff. Shall carry out a program of direct employment and job placement that meets the needs of the Indian people desiring employment through relocation with or without prior training. Responsible for keeping the Education Director and other Tribal leaders advised of the basic concept of the program and of plans being developed on any local level in order

that they may assist in developing employment opportunities. Make continuing contacts with employers throughout the community and advises of the nature of the employment Assistance Program and the type of applicants being served. Responsible for developing a workable budget that can be achieved by the client to enable him/her to become gainfully employed. Responsible for carrying out a program of vocational training services to qualified adults. Counsel interested applicants regarding vocational training courses and schools. The JPT Coordinator has authority for selecting and processing applicants for the program and is responsible in determining financial assistance grants needed by applicants for employment or training purposes. Responsible for the development of a feasible plan that assures a successful employment effort can be achieved. Responsible for the budget planning scope, and direction of the Employment Assistance Program to individuals living on or adjacent to the reservation. Plan, direct, and carry out an information program with which to inform the community and other interested agencies on the objectives, policies, and mode of the operation of the Employment Assistance Program. Consult with the representatives of the San Carlos Apache Tribe, Tribal Leaders, and community leaders with respect to the development of and carrying out long range programs. Keep Tribal Representatives informed of program accomplishments. Provide information, assistance, and guidance to individuals with jurisdiction assigned regarding information, assistance, and opportunities for Adult educational training. Gather information regarding vocational training opportunities with the reservation, adjacent off-reservation areas and metropolitan areas. Administer the General Aptitude Test Battery and interprets the score of adults applying for the Employment Assistance Services. The JPT Coordinator shall visit high school seniors attending high school on the reservation and surrounding areas for the purposes of informing them of program services available to them after graduation. Contact and visit institutions of training to determine training costs of students sponsored under the program; negotiates contracts and agreements for training of applicants and maintains good relationships with training facilities. The Job Placement & Training Coordinator shall visit Adult Vocational Trainees who are enrolled in private vocational schools and colleges to counsel, motivate, ad encourage clients while they are in training or adjusting to the job. Supervise the gathering of information such as: current and anticipated family support services with the reservation and surrounding areas. Recommend long range and annual objectives of the reservation's Employment and Assistance Program. Prepare reports for the Education Director as directed summarizing project activities and outcomes. Successes, concerns and recommended solutions. As directed by the Director, participates in monthly, quarterly, and annual Education Committee meetings to report on the progress and recommendations for improvement. Participate in other meetings as requested by the Education Director. Perform other duties as assigned.

QUALIFICATION REQUIREMENTS:

Basic Requirements:

Successful completion of a course of study in an accredited two (2) year college that led to an AA/AAS degree in Education, Business Administration or closely related field. ***NOTE: Applicant must submit a copy of all college transcripts and/or degree to meet positive education requirements***.

In addition to meeting the basic requirements above, candidates must have had three (3) years of specialized experience.

Specialized experience is experience in program planning and development, budgeting or in a job related field. ***Examples of the type of experience that will be credited are shown above under "Duties and Responsibilities".***

EVALUATION METHOD AND RANKING FACTORS: Evaluation will be made of the extent to which experience, education, training, self-development, and/or awards demonstrate that basically qualified candidates possess the Ranking Factors-Knowledge, Skills and Abilities (KSA) described below.

1. Knowledge of the principles, practices, and techniques of project and program planning and development.
2. Knowledge of Indian Self-determination and Education Assistance Act, Johnson O'Malley Act, Federal regulations, Parts 26 and 27 as well as Public Law 959, and San Carlos Apache Tribe's educational policies, procedures, statues, and requirements.
3. Knowledge of the principles and practices of budgeting and contract funding.
4. Knowledge of computer word processing, spreadsheet, and presentation software.
5. Knowledge of the principles, rules, regulations, work practices and procedures of Federal and State apprenticeship, on the job training and union programs.
6. Knowledge of vocational school and enrollment procedures and practices of vocational schools, colleges, and the private sector.
7. Knowledge of training and job information sources in a variety of occupations so the needs of applicants who are physically or mentally disabled or handicapped or any other applicant who is impaired by the lack of basic education and/or job skills can be successfully be placed in a job.
8. Ability to review and analyze financial records and reports as necessary to document the receipt, allocation and distribution of funds in accordance with contractual specifications.
9. Ability to establish and maintain effective working relationships with other tribal departments, outside agencies, students, parents, school administrators and teachers and community members.
10. Ability to plan and organize program operation, collection of information, and conducting surveys for the purposes of effective training job placement and skills requirements.
11. Ability to speak and understand the Apache Language.

OTHER IMPORTANT INFORMATION:

- Persons who submit incomplete applications will be given credit only for the information they provide and may not, therefore, receive full credit for their veteran preference determination, Indian preference, education, training and/or experience.

- All material submitted for consideration under this announcement becomes the property of Human Resources Office and is subject to verification. Therefore, careful attention should be given to the information provided. Fraudulent statements or any form of misrepresentation in the application process could result in loss of consideration for this position and/or a determination of unsuitability for tribal employment.

- Additional or alternate selections may be made from the eligibility list within 30 days from the date the selection list was issued. The positions to be filled must have the same title and have the same qualification requirements. However, if there are no Indian preference candidates left on the certificate, the vacancy must be re-announced.

- INDIAN PREFERENCE: It is the goal of the San Carlos Apache Tribe to employ as many ***tribal members*** as possible in tribal positions. Therefore, all other qualifications being equal, ***tribal members*** will receive hiring preference over other Indian Preference eligible and non-Indian Preference eligible. Preference for employment will be granted to qualified individuals, in the following order:

    1. Enrolled member of the San Carlos Apache Tribe with Veteran's Preference
    2. Enrolled member of the San Carlos Apache Tribe
    3. Native American spouse of an enrolled tribal member or Native American parent of enrolled tribal member
    4. Other Native American
    5. Non-Indian spouse or Non-Indian parent of enrolled tribal member
    6. Non-Indian

    It is also the goal of the San Carlos Apache Tribe to provide the best services possible to ***tribal members***. In furthering the Tribe's efforts to insure retention of tribal members and to provide job opportunities to tribal members, non-tribal member employees upon hiring shall, as part of the hiring agreement, agree to provide training and development to tribal members to allow them to become qualified for jobs which non-tribal member employees hold. The Tribal Preference policy applies to hiring, placement, and promotion, transfer or lay off, treatment during employment, and selection for training.

- VETERANS PREFERENCE AND INDIAN PREFERENCE: Preference in filling vacancies may be given to honorably discharged veterans who are enrolled members of the San Carlos Apache Tribe.

- EQUAL EMPLOYMENT OPPORTUNITY: Except for Indian preference, consideration will be given without regard to any non-merit factor such as race, color, religion, sex, national origin, partisan politics, physical or mental handicap, marital status, age, membership or non-membership in any employee organization, or sexual orientation.

HUMAN RESOURCES OFFICE CLEARANCE:

/s/ Johanna Nosie	04/12/23
Human Resources Specialist	Date