

CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: Center Director

LOCATION: Kicking Horse Job Corp Center
Ronan, MT

SALARY: \$ 44.19 to \$ 49.96 per hour
\$ 91,915.20 to \$ 103,916.80 per annum

CLOSING DATE: Thursday, November 2, 2017 – 5:30 p.m.

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing Policy. **The successful applicant, if not already employed with the Tribes, must pass pre-hire drug testing and will be required to serve a mandatory one (1) year probationary period.**

DUTIES:

The incumbent of this position is a Job Corp Center Director of a training center with an average enrollment of 177 underprivileged, undereducated, and economically deprived males and females from 16 to 24 years of age, comprising a heterogeneous grouping representative of the Indian Tribes from all states and other non-Native American students.

The U.S. Department of Labor Employment and Training Administration, in agreement with the Confederated Salish and Kootenai Tribes (CS&KT), prescribes policies, standards and guidelines for the achievement of the stated goals that comprise the Center program in areas of education, career technical training, social, recreational and physical development, including welfare, health and physical well-being of students.

The Center Director is responsible for the overall center administration of a program around the clock in nature, requiring considerable intuitive judgment. The nature of varying personal backgrounds of the student group, 90 females and 87 males, requires the specialized treatment of the students in a delicate and demanding setting. The Center Director must foster the acceptance of the students in community activities even though resources are limited in nature. This responsibility includes development and maintenance of a CDSS Plan under the guidelines of the Policy Requirements Handbook (PRH) which contributes to the satisfactory accomplishment of technical training programs and for administering all aspects of the program related to the development of youth in accordance with policies standards and guidelines established by the U.S. Department of Labor, Employment and Training Administration.

The Center Director is responsible for maintaining a working community relations council involving leaders, and other residents of the local area to ensure enhanced community acceptance and understanding of the Job Corp Program. Quarterly meetings will be held.

Directs, under Department of Labor and Employment Training Administration Guidelines, a complex educational program including basic education and career technical training, work experience programs, driver education, counseling, employability skills, and social skills to provide a positive normative culture.

Ensures the Center objectives which include the responsibility to improve literacy and other basic educational levels, career technical training which encompasses on-the-job-training skills development using a wide variety of

equipment, tools, and trades in the accomplishment of work performance in a variety of training projects, is accomplished in a satisfactory and safe manner.

Ensures that the Center staff work together to meet the on-center outcome measurement system (OMS) measures established by the Department of Labor. These measures account for 40% of the established percentage of the overall center=s rating for a program year. The measures for on-center are: the model-based GED/High School Diploma attainment standard, the model-based numeracy and literacy standards, and the Career Technical Training completion standard.

Ensures that the center staff work with and assist the designated Department of Labor contracted Outreach Admissions/Career Transition Services (OA/CTS) personnel to meet the established short and long term career transition services measures. These Career Transition Services (CTS) measures account for 60% of the established percentage of the overall center=s rating for a program year. The CTS short term measure include the job training match/post-secondary college placement standard, the post enrollment placement standard, the graduate placement standard, and the model-based graduate average wage. The CTS long term measures include the 6 month follow-up placement standard, the average weekly earnings of placed students at 6 months and then 12 moth follow-up placement measure.

Responsible for providing safe working conditions, providing training for subordinate workers in safety regulations and operating procedures, good housekeeping work methods, proper care and use of equipment facilities, and government property.

Responsible for modeling, mentoring and monitoring appropriate employability skills and social skills for Career Success Standards.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

Must have a minimum of five (5) years of experience in program management and direction with a Bachelor’s degree in Business Administration, Education, or Human Services and experience working with youth.

Employee is required to pass a background investigation per PL 101-630.

General experience is experience in administrative, professional, technical or other responsible work which provided opportunity for the applicant to gain a general knowledge of management practices and administrative processes, skill in dealing with others in person-to person work relationships and the ability to exercise reasonable and mature judgment.

Specialized experience in administrative, supervisory, managerial, professional or technical work which has provided the applicant an opportunity to acquire knowledge of management principles, practices, methods and techniques; and an understanding of the needs and problems of administering public programs; and which requires use of the following abilities:

- Ability to establish and maintain effective relationship in a career technical training and education orientated, residential living setting.
- Ability to make clear oral and written presentations.
- Ability to plan, organize and coordinate work in situations where numerous diverse demands are involved.
- Ability to expedite work where numerous “short-range” tasks are involved.
- Adaptability, especially ability to adjust to changes in policies and procedures.

SUBMIT:

1. Completed Tribal application.
2. Copies of relevant academic transcripts and training certificates.

FAILURE TO SUBMIT ALL OF THE ABOVE WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Evelyn Charlo, Personnel Department, PO Box 278, Pablo MT 59855, telephone 406-675-2700 ext. 1029.

FOR MORE INFORMATION:

Contact Vernon Finley, Tribal Chairman, at 406-675-2700, ext. 1211.