

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******VACANCY ANNOUNCEMENT******

TITLE: Job Developer & Placement Specialist
(Contract position)

LOCATION: Department of Human Resource Development
Pablo, MT

SALARY: \$22.00 to \$25.29 per hour

CLOSING DATE: Thursday, June 27, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination resulting from a completed Background Investigation is required prior to your placement in this position. ***The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.***

The Job Developer & Placement Specialist will provide direct, one-on-one services to people with disabilities based upon individual needs and may include instruction in searching, applying and interviewing for a job; resume development; and post-employment follow-up. The focus of this position is placed entirely on job development activities; which include locating employment opportunities for individuals with disabilities and facilitating their success. Incumbent may work with individual employers or groups of employers to identify job vacancies or to arrange for special accommodation needs to be met.

DUTIES:

- Develop job leads-by contacting employers in target businesses; responding to job postings and ads; and conducting internet searches.
- Deliver programs and curriculum components for job readiness skills: through instructing individuals in resume and cover letter development, interview skills; self-evaluation/skill assessment, and utilizing internet job search engines.
- Will provide job shadowing, work site monitoring, and develop supports in the work environment.
- Assist students in Hi-Set testing preparation and process and employment development and planning.
- Will assist clients with the development of skills in prioritizing, organization, time management, and verbal/written communication skills.
- In collaboration with the TVR Counselor, will assist with job placement.
- Maintain regular and timely communication with employers, and relate stakeholders and provide written and oral marketing reports as needed.
- Cultivate a workforce that reflect the diversity of the communities serve including minority populations, veterans and individuals with disabilities.
- Will prepare and submit work experience/OJT contracts in a timely manner and ensure there are no lapse in contracts.

- Is responsible for all work experience/OJT client's timesheets are signed, time is accurate and turned into accounting when due.
- Must be familiar to techniques that create motivation in clients with disabilities.
- Must be able to administer vocational career assessment and interest inventories:
- Performs daily data entry responsibilities noting case management action.
- Conducts a minimum of three employer contacts per week and maintains an update list. Employer contacts are designed to learn about the needs of the business, describe supports offered by the program and describe client strengths that are relevant to the position.
- Will make recommendations for individualized follow-along supports to assist clients in maintaining employment.
- Provides input to clients and VR team for employment plan needs and updates.
- Provides education and support to employers as agreed upon by clients, which may include negotiating job accommodations, and follow along contact by the employment specialist with the employer.
- Provides Outreach services as necessary to clients when they appear to disengage from the service. Uses a variety of methods to provide outreach.
- Meets with clients within one week prior to job starts and within three days after job starts.
- Participates in virtual or face-to-face meetings with vocational rehabilitation counselors at least once a month, or as needed, to coordinate services for clients.
- Coach and counsel participants to prepare them for the work world.
- Prepare and manage a list of potential job placements.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- A HSD/GED is required and a Bachelor's Degree in Human Service or Social Work is preferred.
 - Strong understanding of the hiring process and general employment principles.
 - Effective relationship-building skills in order to work with employers to source suitable vacancies and market candidates effectively.
 - Ability to facilitate job readiness curriculum for support groups.
 - Experience in working with addictions and co-occurring diagnosis.
 - Requires related experience in staffing/workforce development field.
- 🚩 Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid driver's license.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. Copy of the DD214 if claiming veteran's preference.

- ❖ **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040

FOR MORE INFORMATION:

Contact: Carmelita Matt, Vocational Rehabilitation Program Manager at 406-675-2700, Ext. 1150.