

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

## JOB ANNOUNCEMENT

**TITLE:** Employment Coordinator  
**DEPARTMENT:** 477 Human Services Program  
**SALARY:** \$18.79 – \$22.75 Grade 10-12/ Step 1-3  
**OPENS:** February 9, 2024  
**CLOSES:** March 1, 2024  
**CAREER STATUS:** **NON-EXEMPT** – Conditional upon successful 90-day probationary evaluation and annual budget appropriations.

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference. **INCOMPLETE APPLICATIONS MAY BE SCREENED OUT.**

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### GENERAL PURPOSE:

The Employment Coordinator promotes employment and develops trainings, work sites, employment opportunities and transition services to increase gainful employment for participants of the 477 Program. The Employment Coordinator works with local area employers and area economic development teams to create relationships that lead to job opportunities for program participants. Oversee recruitments of work experience (WEX) work sites for adult/youth participants, works with designated worksite supervisors, and monitors for successful outcomes.

### SUPERVISOR:

This position is supervised and evaluated by the 477 Human Services Director

### DUTIES AND RESPONSIBILITIES:

Maintains a high level of interaction with area employers, economic development teams, and other employment agencies/resources through personal contact, mailings, email, fax and telephone.

Develops, promotes and implements a marketing and outreach strategy to area employers by working cooperatively with the surrounding employment agencies.

Employment Coordinator

Approved 2/14/24 DA3296

Use interactive communication techniques and skills to gather information to conduct assessment of participants' employment skill levels, employment history, strengths/deficiencies and help the participant develop employment objectives.

Motivates program participants through group and individual employment counseling sessions, and provides techniques, job preparation, and employability training sessions.

Coordinates and/or facilitates the delivery of employment services, job skills training, placements and other employment training opportunities.

Gather, assemble and analyze pertinent statistical data and conducts on-going tracking and follow-up activities to document placement/employment outcomes.

Responsible for placement of program participants in work experience and/or practicum training work sites. Will monitor attendance, progress of participants, and address any barriers / issues with the participant, training supervisor and case manager.

Maintains accurate case notes of client contacts, progress and achievements in client files and make appropriate entries and digital image uploads in the program database.

Assist and support youth employment, work experience placements and job readiness trainings through the Youth Services component of the program.

Will be required to travel as necessary to meet the demands of this position.

Responsible for improving an on-going career development, training and employment section through the introduction of innovative methods, techniques, activities and programs to promote gainful employment for self-sufficiency.

Promotes cultural competency, personal competence, healthy lifestyles and projects a professional attitude and appearance.

Will be responsible to attend training(s) which will contribute to employee understanding of the functions and duties pertaining to this position.

Assists staff with daily duties and functions of the program as necessary to maintain the efficiency of the department.

**PERFORMANCE STANDARDS AND COMPETENCIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Knowledge of modern office practices, procedures, filing, and office equipment.
- Knowledge of MS Office Word, Excel, PowerPoint and Publisher as needed for position.
- Ability to learn and utilize the program database and other database programs for tracking activities, participants and reporting.
- Ability to maintain dependable attendance and reliability.
- Ability to communicate effectively in writing and verbally.
- Ability to effectively present employment readiness and job preparation services.
- Ability to be innovative, creative and flexible.
- Ability to handle multiple tasks and meet deadlines.
- Must be able to adapt quickly to change(s).

- Apply conflict resolution skills, including the ability to develop creative approaches and strategies and coordinate diverse interests.

**MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC.** A breach of confidentiality will be subject to appropriate disciplinary action, up to and including termination from employment.

### **QUALIFICATIONS:**

#### **Minimum Qualifications (Grade-10):**

Associate Degree or a combination of two years post-secondary education in Marketing, Education, Business, or related field, and two (2) years of experience. (G10)

#### **Preferred Qualifications (Grade 11-12 DOE Negotiable):**

Bachelor or Graduate Degree in Business Administration, Education, Social Work, Marketing or other related discipline with two (2) years experience. (G11 or G12 DOE)

#### **Additional Minimum Qualifications:**

Must successfully pass a criminal background check under the Indian Child Protection and Family Violence Prevention Act, 25 U.S.C., 3301.

Must possess and maintain an unrestricted Idaho Driver's License and be eligible for coverage under the Tribe's vehicle insurance plan.

Employment history must demonstrate credibility and dependability.

Qualified Shoshone-Bannock Tribal Member/Indian and Veterans Preference will apply in compliance with the Shoshone-Bannock Tribes Personnel Policies and Procedures Manual.

### **IMPORTANT APPLICATION CRITERIA**

**Instructions: You must turn in all supporting documents to be eligible for this position you are applying for.**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at [www.sbtribes.com](http://www.sbtribes.com). Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

***Telephone calls are not accepted in place of an employment application or letter of interest.***

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.