



KALTAG TRIBAL COUNCIL
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TRIBAL WORKFORCE DEVELOPMENT SPECIALIST

JOB DESCRIPTION

LOCATION	Kaltag, Alaska
SALARY	DOE, PT
SUPERVISOR	ASAP Coordinator
JOB SUMMARY	Job incumbent acts as liaison between clients, TCC and village councils to assist client in moving towards self-sufficiency. This position provides a variety of employment and case management services to village-based Athabascan Self-sufficiency Assistance Partnership (ASAP) participants, as well as assisting participants in other TCC programs such as Employment and Training, Education and Child Care Assistance.
RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Explains the ASAP and other TCC assistance program guidelines and responsibilities to individuals living within their designated areas, gives out applications upon request, and assist clients in completing the necessary forms. 2. Interviews applicants and verifies that applications have been completed accurately. Mails completed packets to TCC's Fairbanks office. 3. Assists applicants in completing Family Self-Sufficiency Plans (FSSP), explains penalties involved for not following plans, and monitors progress to assure compliance with the FSSP. 4. Acts as a liaison between clients, TCC program staff, and village councils to establish community work service and other employment opportunities, as well as the development of new work sites. 5. Performs needs analysis on clients in efforts to identify barriers to employment and refers client to support programs at village level or established support services in Fairbanks. 6. Conducts home visits on a regular basis, informing clients on current issues, and assisting clients with monthly reports, budgeting, and other related issues. 7. Monitors weekly participation hours, attendance, and performance, and reports results to the program staff. 8. Assist participants in seeking alternative resources to aid them in achieving self- sufficiency, through information on local job opportunities, economic development issues, employment conditions, training opportunities and other job-related information. 9. Helps coordinate and/or conducts client workshops and training. Administers necessary tests, record results, and forwards information to Fairbanks case workers. 	

10. Assists clients with pre-employment and marketability skill development, including resume and application preparation, as well as other skills required for obtaining employment.
11. Conducts local childcare provider training and orientation.
12. Conducts parent and child "client find" and informs clients of availability and scope of local childcare services.
13. Reviews or assists clients in preparing childcare applications.
14. Prepares and submits required monthly reports to ASAP, or TCC-related offices in a timely manner.
15. Maintains strict client confidentiality.
16. Other duties as assigned.

MINIMUM QUALIFICATIONS

1. High School diploma, GED or equivalent.
2. Complete necessary fee agent training or be on the State of Alaska Fee Agent list.
3. Basic clerical experience and/or prior experience in client counseling helpful, but not required. Ability to comprehend, interpret and implement program guidelines.
4. Valid driver's license, with a clean driving record.
5. Must pass background check pursuant to federal Indian Child Protection and Family Violence Prevention Act requirements.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong written, verbal, interpersonal, analytical, and cross-cultural communication skills.

PHYSICAL DEMANDS

The position is stationed in a rural village. This position requires some walking while doing home visits and working in the community. Incumbent must be able to work in a sometimes-stressful environment. May periodically deal with irate or inebriated clients.

SUMMATION

The job has high contact with people, which make communication and interpersonal skills important.

SUBMIT APPLICATIONS VIA THE [TANANA CHIEFS CONFERENCE WEBSITE](#)