



Washakie
Shoshone

Shoshone and Arapaho Tribes

Wind River Reservation

Tribal Employment Rights Office

(T.E.R.O.)

156 Old Wind River Hwy.
P.O. Box 217, Fort Washakie, WY 82514
(307)-332-7618
(Fax) 307-332-8720



Blackcoal
Arapahoe

TRANSITIONS

Title: PROGRAM ADMINISTRATOR

Open Date:	October 17, 2016 - 8:00AM
Closing Date:	October 28, 2016 - 4:45PM

GENERAL DESCRIPTION OF CLASS

The purpose of the position to supervise the TRANSITIONS Reentry program for the Tribal Employment Rights (TERO), to provide overall supervision for the program staff and their delivery of services pursuant to reentrant's personal development plans. The Program Administrator (PA) will also will also have responsibility for policies, procedures, training arrangements and obtaining of necessary MOA/MOU, certifications and contracts concerning TRANSITION program services and for the coordination of these services among the various programs/agencies/jurisdictions/facilities from which, and to which, reentrant participants are obtained. The PA will also have responsibility and/or delegation authority for data and records collection and maintenance, management and oversight for grants funding the TRANSITIONS program including preparation and submission of required grant program report and review of financial expenditures to insure allowed costs and conformity with grant requirements. This requires study and knowledge of the terms and conditions of awards and any Office of Management & Budget materials specific to award administration. The PA will also develop and facilitate a strategy for community education and awareness of TRANSITIONS and coordinate the Reentry workgroup meetings, minutes and action plan updates. All such administrative duties shall be done under the general supervision of the TERO central administrative staff including the Business Manager and Executive Director, with report to the TERO Commission. In addition to these administrative duties, the PA has the responsibility for coordinating the TRANSITIONS reentry program and serve as the central point of referral contact between the TERO and the tribal, state, federal correctional systems. The incumbent duties require close coordination, collaboration, tracking and monitoring of participants to ensure compliance with their personal development plans (PDP) and terms of release. Responsibilities also include working closely with TRANSITIONS program staff, partner agencies to ensure program participants are engaged and supported in services that include employment/training, educational assessment, cultural connections and other comprehensive services. The PA will be the staff member most aware of the reentrants needs as the PDP will be coordinated with other supervising authorities (e.g. probation and parole officers) through mutual sharing of information. This requires the PA to hold strict to standards of confidentiality and ethical conduct and to exercise their role in a non-judgmental manner. The PA will directly link the reentrant (participant) to the providers and services and make arrangements for their delivery. The position serves as the central point of referral contact between the participant and these providers of services, requiring close coordination, collaboration, tracking and monitoring of participants to ensure compliance with their personal development plans and terms of participation. This requires working closely with TRANSITIONS program staff, and TERO workforce development/training education programs/ partner agencies to ensure program participants are engaged and supported in workforce development service delivery. The PA is also responsible for screening and arranging for educational assessment's and legal needs which required specialized knowledge in those areas.

TYPICAL TASKS

- Work with reentrants & serve as chief contact between the court, probation, and correctional system. .
- Engage in regular contacts with correctional facilities/release centers to insure that the program is notified when state/federal authorities are serving/releasing an American Indian returning to the WRIR (note: tribal prisoners are detained in federal facilities and included by reference).
- Perform pre-release planning by meeting with prospective program participant and the probation/parole agent to discuss the program, share information and terms/conditions of participation/release and to coordinate the probation plan with TRANSITIONS services.
- Develop Personal Development Plans with participants pre-release and directly link the participant with to the provider necessary for service delivery.
- Provide oversight/compliance of case management services through a system of services
- Trains and/or arranges for training of personnel in essential duties of their positions.
- Work closely with evaluator in the collection of data, report writing and follow up

GENERAL STANDARDS

Data Involvement	Summarizes, tabulates, or formats data or information in accordance with a prescribed schema or plan.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or cniges for contractual services for purpose of educational assessments and legal assistance

TRANSITIONS**Title: PROGRAM ADMINISTRATOR**

Reasoning Requirements	Performs skilled work involving rules/systems but solves problems almost constantly.
Mathematical Requirements	Performs addition and subtraction, multiplication and division, and/or calculates ratios, rates and percentages.
Language Requirements	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine reports, forms, and business letters; speaks compound sentences using normal grammar and word form.
Mental Requirements	Performs clerical, manual, and technical tasks requiring a wide range of procedures and requiring intensive understanding of a restricted field or complete familiarity with the functions of a unit or small division of an operating agency; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.
Decisions/Supervisory Control	Directs actions of others, making decisions almost constantly, affecting coworkers, and others in the general public.
	Demonstrate ability to maintain confidentiality with sensitive information.
	Display excellent public relations, community organizing, negotiation, mediation, conflict management and meeting facilitation skills.
Special Skills	Ability to work with a competent but non-judgmental, non-stigmatizing attitude with justice involved, substance abuser, and/or mental health involved persons

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Educational Requirement	Requires a bachelor's degree or any equivalent combination of education and experience in social work, psychology, criminal justice, or a closely related
Experience	In addition to satisfying the education standards, this position requires a minimum of four years of related, full-time equivalent experience.
Special knowledge	Knowledge of the culture and traditions of American Indian Tribes including that of the Northern Arapaho Tribe and Eastern Shoshone Tribe.
Special requirements	The position requires submission to federal/state/tribal background checks. The Program Administrator shall be alcohol/drug free at all times.
Special Certifications and Licenses	Requires a valid driver's license and a driving record

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The NABC is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a position specification and not an individual position description. A position specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.