



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: SKILLS TRAINER

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 provide skills training for TERO TRANSITION program reentrants in keeping with their Personal Development Plans (PDP). The type of training received may include training in: Choosing a career pathway, developing workplace skills, applying for jobs, networking, searching for jobs, application for training opportunities/grants/positions, interviewing/follow-up skills and being a success employee. Interpersonal skills are necessary at home and in the workplace and the Skills Trainer will work with the Connection Coach and the Personal Development Specialist in insuring that culturally relevant relational and workplace training is provided.to increase social skills and "emotional IQ" of the reentrants. Occupational and educational interests/needs will drive this training as outlined on the PDP. Providing/developing and/or arranging specific training for identified, industry-based and labor market report job opportunities for living wage jobs in the area will be offered to enable successful job and/or educational placement within 12-month of program enrollment. Identified industry –based job opportunities include those related to ancillary health care and health care delivery supports, roadway maintenance/engineer, technology/AT workforce, transit operators, apprenticeship-based construction training, and hospitality /gaming field. The Skills Trainer will become knowledgeable about these opportunities and insure successful entry into these areas and other identified areas. The Skills Trainer will interface with other educational providers and providers of financial resources for education and training and serve as a mentor to the reentrants into successfully accessing these services.

Responsibilities also include working closely with TRANSITIONS program staff, partner agencies to ensure program participants are engaged and supported in services received.

TYPICAL TASKS

- Work with reentrants & serve as chief contact among workforce development, educational development and training providers both at TERO and in community. .
- Engage in regular contacts with reentrants and organza training to promote a Cadre approach to supported learning environments as a cultural educational best practice
- Perform training programs and classes for individuals and groups of reentrants and others.
- Implement Personal Development Plans with participants and directly link the participant with necessary services and provider
- Arrange for industry-based on-the-job training opportunities and participate in on-going workforce development education/training.
- Work with the TERO Skill bank and other TERO programs to insure access for reentrants to the maximum opportunities available
- Performs other related duties as assigned.

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 cnges for contractual services for purpose of educational assessments and legal assistance
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.

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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.