JOB DESCRIPTION

SENSITIVE

Job Title:	**Center for Employment Training Supervisor**
Dept./Division:	**Social Services/Adult Services**
Unit:	**Center for Employment and Training**
Job Family/Class:	**Management Series**
Supervised By:	**Adult Services Manager**
Employee Type:	**Exempt**
Pay Grade:	**H /I**

NATURE OF WORK:

The Center for Employment and Training (CET) Supervisor is responsible for the development and operational services conducted at the Pascua Yaqui Center for Employment Training'S the day-to-day supervision, and ensures case motes on student's progress meets with one current progress. Responsible for developing and operating the services conducted at the Pascua Yaqui Center for Employment Training.

ESSENTIAL FUNCTIONS:

- Supervise staff to include: prioritize and assign work, conduct performance evaluations, ensure staff are trained, ensure employees follow policies and procedures, maintain a healthy and safe working environment, make hiring, termination, and disciplinary recommendations.
- Develop, recommend, and implement procedures for assigned program; review and evaluate current procedures, goals and objectives for compliance with established rules and regulations.
- Assist management to maintain oversight of the Center for Employment Training operation and activities.
- Coordinate classroom workforce instruction, career/employability assessment, and employment placement.
- Administer and score basic assessments to determine educational plans; prepare individual education plans to best meet student needs.
- Compile, review data, and prepare related reports and correspondence, that serve to monitor program participant progress, program performance, and strategic learning.
- Build teamwork and maintain communication between the case management and workforce development teams/staff.
- Liaise with institutions of higher learning in Tucson and Guadalupe to monitor program participant's vocational training and employment search results.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Supervisory, customer service, program coordination principles;
- Adult education, lifelong learning, and adult/continuing education theory and practice;

- Social work principles and case management methodologies;
- On-the-job training, employability assessment, and employment placement;
- Workforce curriculum design, development and implementation;
- Evaluation, selection and effective utilization of materials, texts and equipment in a student-centered classroom;
- Maintenance of student records, preparation of reports and student evaluations;
- Coordination and implementation of short-term workforce skills training that is career focused, employment based, and has multiple partnerships including community colleges, tribal and non-tribal employees, and state/federal agencies;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Manage and execute multiple tasks;
- Exercise judgment and discretion;
- Prioritize and assign work;
- Apply principles of instruction and teaching methodology in an individualized, competency-based, job training program;
- Communicate effectively both orally and written;
- Exercise independent judgments;
- Handle multiple tasks and meet deadlines;
- Maintain confidentiality;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

GRADE I

Master's Degree In Adult and Continuing Education or related field and three (3) years of experience in an Adult or Vocational Training area.

OR

GRADE H

Bachelor's Degree in Education and three (3) years of work experience in the Workforce Training area.

AND

- Bilingual English/Spanish preferred.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, standing, walking, and reaching, extreme temperatures, and work space restrictions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Maria Paisano — 9/20/16
Department Head and/or Designee — Date

[illegible] — 9/21/16
H.R. Manager/Classification & Compensation — Date

[illegible] — 9/21/16
Human Resources Director — Date