



Mashpee Wampanoag Tribe
483 Great Neck Rd. P.O. Box 1048 Mashpee, MA
02649
Phone (508) 477-0208 Fax (508) 477-1218

Job Title: Workforce Investment Act (WIA) Director
Department: WIA
Hours: 8:30am – 4:30 Monday – Friday (one hour lunch)
Report To: Office Manager
Salary: \$35,000.00 to \$40,000.00
Deadline: February 5, 2010

Summary: Provides group or individual counseling on all phases of career management and education counseling by performing the following duties.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Collects, organizes, and analyzes information about individuals through records, tests, interviews, and professional sources, to appraise their interests, aptitudes, abilities, and personality characteristics, for career planning.

Compiles and studies occupational, educational, and economic information to aid counselees in making and carrying out vocational and educational objectives.

Guides individuals on examination and exploration of occupational choices in their career development.

Provides guidance on selection of academic programs and entrepreneurial pursuits.

Provides one-on-one counseling to individuals regarding career planning and job search strategies.

Counsels individuals and groups relative to personal and social problems, and educational and vocational objectives.

Advises individuals on the development of resumes and cover letters.

Identifies various Web sites, job banks, organizations, books, and other publications related to career management.

Provides individuals with the necessary tools to effectively organize and plan a job search

Develops and researches job opportunities for a wide range of positions ranging from executive level to blue collar worker.

Supervises auxiliary services such a student learning center.

Develops and maintains an occupational library for use by counseling staff and clients.

Designs and facilitates career development training programs including self assessment, goal setting, resume writing, job search strategies, networking, interviewing, and negotiations.

Analyzes counseling guidance procedures and techniques to improve quality of service.

Responsible for completing grant funding source "Drawdown" to support operational expenses.

Complete and submits applications and reports to appropriate funding agencies.

Attend conferences, training and seminars related to the WIA program and employment and education development when need.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Collects and researches data.

Design - Demonstrates attention to detail.

Problem Solving - Uses reason even when dealing with emotional topics.

Project Management - Communicates changes and progress; Completes projects on time and budget.

Technical Skills - Pursues training and development opportunities; Shares expertise with others.

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance.

Interpersonal - Maintains confidentiality; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Demonstrates group presentation skills; Participates in meetings.

Team Work - Balances team and individual responsibilities; Able to build morale and group commitments to goals and objectives.

Delegation - Sets expectations and monitors delegated activities.

Leadership - Accepts feedback from others; Provides vision and inspiration to peers and subordinates.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Improves processes, products and services.

Quality Management - Demonstrates accuracy and thoroughness.
Visionary Leadership - Inspires respect and trust.
Cost Consciousness - Works within approved budget.
Diversity - Shows respect and sensitivity to Native American culture and traditions.
Ethics - Treats people with respect; Works with integrity and ethically.
Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time.
Adaptability - Able to deal with frequent change, delays, or unexpected events.
Attendance/Punctuality - Ensures work responsibilities are covered when absent.
Dependability - Commits to long hours of work when necessary to reach goals.
Initiative - Looks for and takes advantage of opportunities.
Innovation - Develops innovative approaches and ideas.
Judgment - Exhibits sound and accurate judgment.
Motivation - Sets and achieves challenging goals.
Planning/Organizing - Sets goals and objectives.
Professionalism - Approaches others in a tactful manner; Treats others with respect and consideration regardless of their status or position.
Quality - Demonstrates accuracy and thoroughness.
Quantity - Completes work in timely manner.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Associate's degree (A. A.) from a two-year college; minimum of 3 years experience working in human resources or as an employment and/or education counselor; or equivalent combination of education and experience. Previous experience working with Native American population is highly desirable.

Language Ability:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Word Processing software; Spreadsheet software and Internet software.

Certificates and Licenses:

Must possess a valid driver's license.

Supervisory Responsibilities:

Directly supervises one employee in the WIA Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand.

Additional Requirement: Must have reliable transportation.

Preference is given to qualified Native American candidates in accordance with the Indian Preference Act of 1934 (Title 25, U.S.C., Section 472)