



National Indian Youth Council, Inc.
318 Elm Street SE, Albuquerque, New Mexico, 87102
Telephone: 505.247.2251 Fax: 505.672.7778

JOB DESCRIPTION

Title: Job Developer
Location: NIYC Gallup Field Office
407 South Cliff Drive, Suite B
Gallup, NM 87301
Pay rate: \$12.98 to \$16.82 an hour

Summary of Duties and Responsibilities

The Job Developer, reporting directly to the Gallup Field Office Manager, is responsible for providing job readiness and life-skills training to Native American/Alaskan Native job seekers residing off-reservation in New Mexico, who meet the eligibility requirements of the National Indian Youth Council Inc.'s (NIYC) federally-funded Workforce Innovation and Opportunity Act (WIOA) program. The Job Developer will work with WIOA participants, community service providers, educational/vocational institutions, and businesses to effect employment and/or employment enhancements for participants. The position will also provide information and referral services to participants.

Essential Duties:

- Develop Individual Employment Plan (IEP) for eligible individuals;
- Conduct job readiness and skills training classes;
- Conduct or coordinate facilitation of financial literacy and budget management classes;
- Provide case management services for participants' successful completion of IEP;
- Maintain case files and caseload;
- Assist clients in attaining employment;
- Assist clients with enrollment in vocational/occupational training;
- Provide referrals to other community agencies as needed;
- Perform outreach and community presentations to recruit participants;
- Prepare periodic reports as outlined by supervisor;
- Conduct and evaluate participant assessments and evaluations;
- Provide follow-up services regarding employment or goal attainment.
- Identify and develop worksite placements and agreements.
- Coordinate with partner agencies and organizations to identify employment placement opportunities.
- Coach participants in order to achieve job assessment, job readiness, job development, and employment process.
- Provide follow-up services.
- Other duties as assigned.

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.

- Ability to communicate to diverse populations.
- Ability to effectively present information to clients.
- Ability to communicate in large and small group settings.
- Ability to compute simple math such as addition, subtraction, multiplication and division.
- Ability to analyze problems confronted by program participants.
- Ability to develop effective working relationships with businesses and organizations, staff members, and program participants.
- Working knowledge of community resources, including but not limited to businesses, social service agencies, et al.
- Regular and predictable attendance.

Education and Experience: Possession of a Bachelor's degree in Business, Education, Career Development, Social Sciences, Psychology or a Social Service field preferred; OR an Associates Degree with at least two years work experience in a case management workforce development setting. Must have significant experience working with and for Native American and Alaska Native people and communities.

Required Travel: Occasional out-of-state travel to attend training. Local travel (reimbursed). Must have a car, auto insurance, and a valid drivers' license.

Benefits:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Other