

W.I.O.A. Trainee Job Announcement

POSITION: Temporary Office Assistant/Secretary

(Must Meet W.I.O.A. Requirements, see below)

PROGRAM: Newe-Numa Resource Program

SUPERVISOR: Tribal Programs Administrator

SALARY: Grade 12/Step 1 - \$ 15.37/per hour

DURATION: 6 Month to 1 Year Position (Hours will vary)

BUDGET LINE ITEM: NNRP WIOA 20-2500-9005-24-6000

LOCATION: THQ Resource Building Offices- Tribal Headquarters

OPENS: February 7, 2024

CLOSES: February 21, 2024

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.**

Employment Applications are available at the Human Resource Department. Any questions regarding this position are to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Workforce Investment Opportunity Act Application is available at the Resource Office in the town of Owyhee. All WIOA applications must be received by 5:00 pm on the closing date of the announcement.

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES.

Special Consideration

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to sensitive personal and Tribal data. This person regularly comes into contact with children and seniors. Additionally, this person periodically operates a Tribal vehicle (Unless accepted under the provisions of the American Disabilities Act).

POSITION SUMMARY

These are trainee positions and the individuals hired will be assigned to a program that requires a certain set of skills. At the same time they are to be in training for six months to a year and as the trainee's progress through the programs they will gain a greater understanding of the programs, as well as their responsibilities and contributions to the overall organization.

GENERAL TRAINEE DUTIES:

1. Willing to learn about Tribal Programs.
2. Willing to work with youth and adults.
3. Willing to communicate with individuals and agencies via telephone, email, and in person.
4. Willing to learn about software programs and other computer competencies.
5. Willing to set up for various events.
6. Willing to assist with clerical/receptionist duties.
 - a. Answer phones, screen and direct calls, take and relay messages, provide information to callers, greet the public.
 - b. Ensure knowledge of staff movements in and out of the resource side of the THQ building.
 - c. Monitor visitor access and maintain security awareness.
 - d. Prepare correspondences and documents.
 - e. Receive and sort mail deliveries.
 - f. Organize conference and meeting room bookings.
 - g. Monitor and maintain office equipment.
7. Willing to travel out of town if necessary.
8. Willing to perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Must have a High School Diploma or General Equivalency Diploma (GED)
2. Must be a self-starter, with good communication skills and the ability to relate to the public in a positive manner.
3. Must be a good communicator, reliable and have transportation to and from work.
4. Must have a valid Driver's License in Idaho or Nevada, will be used to check date of birth.

WIOA REQUIRED QUALIFICATION:

1. Must be 18 to 24 years of age.
2. Must provide the following documents:
 - a) **W.I.O.A. Application** with signature.
 - b) Copy of Idaho or Nevada Driver's license or other picture ID.
 - c) Social Security Card (Staff will make copies of the original)
 - d) Tribal Enrollment Identification
 - e) Entire Household Income Statement for the last six (6) months. (See application for details)

All males, eighteen (18) years of age or older who were born on and or before December 31, 1959, are required to provide proof that they are in compliance with the Military Selective Services System Acknowledgement Letter, or Wallet size Registration form (U.S. Postal Service date stamp).

STATEMENT: This trainee position may be promoted to a permanent position within the program they are assigned depending on program funding. (As outlined in the Workforce Innovation Opportunity Act.)