



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

<b>Job Title:</b>	<b>CTE Advisor</b>
<b>Dept./Division:</b>	<b>Education</b>
<b>Unit:</b>	<b>NACTEP Program</b>
<b>Job Family/Class:</b>	<b>Education Services Series</b>
<b>Supervised By:</b>	<b>NACTEP Program Director</b>
<b>Employee Type:</b>	<b>Salary</b>
<b>Pay Grade:</b>	<b>E</b>

### **NATURE OF WORK:**

The Career Technical Education (CTE) Advisor works with program participants providing education advice, career coaching services and placement services. The incumbent works with community members, supplying program information, resource information on available training and education opportunities and continues to offer service to those community members who have completed the program.

### **ESSENTIAL FUNCTIONS:**

- Provides college entrance/enrollment navigation assistance to program participants.
- Provide training direction, encouragement and motivation in order to prepare participants for assessments, homework, and exploration in the creation of an action plan and portfolio.
- Provides career coaching, assists participants in developing resume writing skills and acquiring job-interviewing techniques.
- Monitors program participants and conducts follow- up studies to assisting with the development of customized job search plans.
- Coordinates and attend meetings with our participants and local community colleges and/or vocational schools and assist with enrollment to the institutions.
- Acts as a case manager, maintains accurate and complete record, files reports that detail individual assessments.
- Encourages participants to seek additional assistance if they have personal, social or behavioral problems affecting their educational or vocational situations.
- Assists director with planning, coordinating outreach and recruiting community members for the program.
- Networks with community resources and coordinates tribal-wide initiatives, programs and events to promote client outreach, reduce the level of unemployed and underemployed community members.
- Performs other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Case management principles and procedures;
- Outreach and recruiting techniques;
- Career coaching and assessment techniques;

- Motivational techniques for students; this may include youth and adult learners;
- Knowledge of employment barriers and challenges that are prevalent among Native American populations and within the Yaqui communities and the critical multicultural Education methodologies;
- Workplace employability skill standards;
- Report preparation techniques;
- Principles and processes for providing customer and personal services;
- Career development computer applications, programs and assisting in the steps related to the development, including job search strategies and placement techniques;
- Applicable federal, state and local laws, rules and regulations;
- Establish and maintain effective working relationships with grant participants, outside agencies, and individuals of varying social and cultural backgrounds;
- Must have knowledge of Tribal and local community and educational resources;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Apply best practices for out-source staffing and job recruitment;
- Manage electronic data and handles work in case management approach;
- Maintain confidential student records, preparation of reports and student evaluations;
- Conduct presentations for clients, in employability skill standards and academic requirements needed in the local job market and the job markets of the future;
- Display effective communication, in both verbally and in writing, and interpersonal skills as applied to coworkers, clients and supervisor; ability to establish and maintain cooperative working relationships with a diverse multicultural community;
- Interweave Yoeme culture and traditions and/or holistic understandings within coaching techniques;
- Prioritize work and performing multiple tasks;
- Make independent judgments;
- Maintain confidentiality of information;
- Operating a variety of office equipment, including a computer and related software applications, including social media;
- 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:**

Bachelor's Degree in Education, Psychology, Human Resources, Organizational Development, Native American Studies or closely related field required plus two (2) years of experience in an educational or work skill development setting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Bilingual English/Spanish is 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.

**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:

\_\_\_\_\_  
Department Head and/or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
H.R. Manager/Classification & Compensation

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date