



## **JOB DESCRIPTION**

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

**Job Title:** Workforce Instructor  
**Dept./Division:** Social Services  
**Unit:** TANF  
**Job Family/Class:** Adult Instruction  
**Supervised By:** Program Manager  
**Employee Type:** Salary  
**Pay Grade:** E

### **NATURE OF WORK:**

Under direction of the Program Manager, incumbent will serve as Workforce Instructor for TANF participants and other members of the general public, who are low-income or hard-to-serve customers. The incumbent provides classroom instruction, job coaching and placement, career development, job search and other workforce development skills training.

### **ESSENTIAL FUNCTIONS:**

- Plan and coordinate lesson plans, develops and implements a variety of materials, including cultural competency related materials to be integrated into instructions, as well as implements lessons and assessments to meet different student educational needs.
- Coordinate curricular workshops and activities to build employment skills and decision-making abilities.
- Assist TANF participants with career planning and development, job search readiness skills and employment skills.
- Promote self-reliance and facilitates a healthy and viable tribal workforce.
- Prepare progress reports and tracks student achievement; provides intervention programs for students who have not achieved competency.
- Ensure that each participant completes appropriate levels of classes, achieves new or advanced employment and/or seeks further education/training.
- Maintain organization of curricular materials, handouts, classroom arrangements, equipment, and related supplies.
- Interact with Social Services Staff and other related community organizations in order to implement on teamwork basis.
- Attend trainings, courses, and conferences to maintain teacher certification as needed.
- Perform other duties of a similar nature or level as requested by supervisor or director.

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

#### **Knowledge of:**

- Adult career development processes and models;
- Education methods and principles;
- Job coaching and job search training methodology;
- Local and PYT community job market needs; Welfare Reform goals and objectives and other employment related Federal, State, and Local rules and regulations;

- Native American low-income, under served and hard to employ population issues;
- Assigned department operations and functions;
- Report preparation techniques;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

**Skills in & Ability to:**

- Assist with job search and employment opportunities;
- Manage and executing multiple tasks;
- Exercise judgment and discretion;
- Develop and present a variety of educational topics;
- Instruct adult learners;
- Exercise independent judgments;
- Maintain confidentiality;
- Use computers and related software applications;
- 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:**

Bachelor's Degree in Education and four (4) years of teaching experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**OR**

Six years of instructional experience in a technical field with the addition of an Arizona Adult Technical Training Certification may be substituted for minimum qualifications.

**AND**

- Bilingual in English/Spanish preferred.

**LICENSING REQUIREMENTS:**

- Must obtain a Arizona Adult Education Teaching Certificate or Arizona Adult Technical Training Certification within one (1) year of employment;
- 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, repetitive motions, stooping, kneeling, crouching, reaching, standing, work space restrictions and walking.

**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 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:

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Department Head and/or Designee

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Date

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H.R. Manager/Classification & Compensation

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Date

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Human Resources Director

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Date