



The Klamath Tribes
501 Chiloquin Blvd./P.O. Box 436
Chiloquin, Oregon 97624

Phone: (541) 783-2219
HR Fax: (541) 783-2836

OPEN: 10/29/18
CLOSE: 11/19/18

EXEMPT __
NON-EXEMPT _X_

JOB DESCRIPTION

POSITION: Youth Transition Program Specialist

RESPONSIBLE TO: RED Program Manager

SALARY: GS 7- \$34,137 - \$44,371 Annual/Full Benefits
GS 8- \$37,810 - \$49,615 Annual/Full Benefits
GS-9 Full Benefits (Only for employees with 10+ years of service)

Starting salary will be determined by funding, experience and training level, and normally is not above the first grade, mid-step range.

This position is grant funded

CLASSIFICATION: Professional/Management, Regular, Full Time

LOCATION: The Klamath Tribes
501 South Chiloquin Blvd
Chiloquin, OR 97624

INTRODUCTION

The purpose of the Youth Transition Program Specialist (YTPS) is to work specifically with Klamath Tribal students, in grades 9-12, who are in special education courses in the public schools and to also assist the students in transitioning into new educational and /or career oriented roles. The YTPS will provide guidance and encourage students with the transition of school-to-work opportunities.

The YTP Specialist will be the program liaison between area public schools, post-secondary institutions, businesses, local agencies, and the advisory groups. The work will include contact with eligible tribal students and parents/guardians who may need assistance in understanding the various services of the programs. This may include travel to schools within the Service Area to meet with eligible tribal students on a regular basis. Driving during inclement weather is an expectation of this position.

MAJOR DUTIES AND RESPONSIBILITIES

1. Identify, recruit, and enroll eligible tribal students from the School Districts within the Service Delivery area into the RED Vocational Rehabilitation Youth Transition Program; that also meet the program standards for the RED Program.
2. Provide RED VR information to parents and students about the different services the program has to offer tribal students. Assist students and parent/guardians in contacting the RED Program for the processing of eligible students into the VR program.
3. Meet regularly with the identified tribal students to monitor and document any progress, successes, or shortcomings. All information will be noted in the confidential student files and when appropriate the VR counselor will be informed.
4. Develop and coordinate a comprehensive system to coordinate school-to-work and training opportunities for tribal students. This will mean networking with community agencies to develop school-to-work opportunities.
5. Maintain accurate case files for all students adhering to the strict confidentiality guidelines as applicable to student records.
6. Transport and deliver, as needed, all program documents or materials to and from the schools, Tribal offices and other appropriate community agencies.
7. Provide advocacy and counseling for students in the RED Programs as needed on a case by case basis for the purpose of providing the best cultural and/or education opportunities for students. This may include assistance to students in resume writing, job search, and interviewing techniques; or referral of services.
8. Confer with schools and community personnel to impart information about program and coordinate program functions with related activities.
9. Report Youth Transition program status weekly to the RED VR Program Manager; providing student notes regarding progress, successes and barriers in the requested format. Discuss any and all changes, plans or new activities and related costs.

10. Other duties as designated.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of and ability to work with students in special education and with agencies involved in assisting students who come from special education backgrounds.

Knowledge and ability of SPED law and rules of application.

Knowledge of and ability to work well with persons living in culturally, socially, and economically disadvantaged communities, in particular Native American students and families.

Knowledge and ability to counsel and advise in areas of school-to-work transitioning techniques.

Knowledge of Americans with Disabilities Act (ADA) laws.

Knowledge and/or ability to learn the tribal guidelines, regulations and procedures to perform work and accomplish tasks in accordance with established policies procedures, practices and priorities, of the department and tribal organization. This includes the ability to plan and organize work using one's own initiative and to seek information and assistance from other sources as necessary.

Skilled operation of computer programs in the Microsoft Suite: Word, Excel, PowerPoint, etc.

Skilled in the promotion of academic achievement and cultural awareness in an academic setting.

Demonstrate ability to work cooperatively with Tribal staff and members of school / community agencies.

Ability to communicate effectively, both orally and in writing, individually and in a group setting, for the purposes of program development, outreach, and student/client activities. Ability to answer questions about the Special Education Transition Program when posed by parents, students, staff, and community members.

Interruptions of work are routine. Flexibility, creativity, and patience are required.

Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

Ability to make decisions, manage multiple tasks and meet deadlines, get along with co-workers / supervisors, and able to interact with the public for a sustained period of time.

Must be able to work under stressful conditions.

Ability to maintain strict confidentiality of records and information pertinent to the nature of the work.

SUPERVISORY CONTROLS

Work is performed under the general direction of the RED program manager. The RED program manager makes assignments involving familiar concepts in terms of objectives to be achieved. The incumbent plans and carries out the successive steps of the work assignments and independently handles issues in accordance with the policies and procedures of the Klamath Tribes.

Comply with all school district and Klamath Tribes policies and procedures.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- BA/BS Degree in Social Services, Vocational Rehabilitation, Business Administration or closely related field, **REQUIRED**. *(Copy of degree or transcripts must be submitted with application.)*
- Minimum one (1) year experience working with Native American students with disabilities, **REQUIRED**.
- Computer experience, **REQUIRED**. Emphasis will be in the use of Microsoft Office Programs and work in a networked environment.
- Minimum 1 year management experience, **REQUIRED**.
- Must submit to and clear an alcohol/drug screen test, **REQUIRED**. *(Employment will be contingent upon clearing the required alcohol/drug screening test.)*
- Must possess and maintain a valid Oregon Driver's License, have a good driving record, and be insurable by the Klamath Tribes, **REQUIRED**. *(Copy of valid ODL must be submitted with application.)*

- Must submit to and clear a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for any traffic, misdemeanor or felony crimes, **REQUIRED**.
- Must accept the responsibility of a mandatory reporter in accordance with the Klamath Tribes Juvenile Ordinance Title 2, Chapter 15.64 and General Council Resolution #2005 003, all Tribal staff are considered mandatory reporters. In addition, the Oregon Revised Statutes (ORS) 419B.010 identifies this position as having the duty to report child abuse, **REQUIRED**.

INDIAN PREFERENCE

- Indian and Tribal Preference will apply, as per policy. (*Must submit tribal documentation with application to qualify for Indian Preference.*)

ACKNOWLEDGEMENT

This job description is intended to provide an overview of requirements of the position. It is not necessarily all-inclusive, and the job may require essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

APPLICATION PROCEDURES

Submit a Tribal ***Application for Employment*** with all requirements and supporting documentation, and a recent writing sample to:

**The Klamath Tribes
ATTN: Human Resource
P.O. Box 436
Chiloquin, OR 97624**

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR TRIBAL POSITIONS.

PLEASE NOTE: If requirements are not met, i.e., submission of a resume in lieu of a tribal application, or not including a required certification, your application will not be reviewed and will be disqualified.

Indian Preference will apply. In accordance with Klamath Tribal policy, priority in selection will be given to qualified applicants who present proof of eligibility for "Indian Preference".

Applications will not be returned.