



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

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

OPEN: 02/02/24
CLOSE: until filled

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: EMPLOYMENT COACH

RESPONSIBLE TO: Employment Services Manager

SALARY: Step Range: 19-29; Full Benefits
Salary Range: \$46,919 - \$63,055
Hourly Range: \$22.56 - \$30.32

CLASSIFICATION: Non-Management, Regular, Full-Time

LOCATION: Klamath Tribes Education & Employment Department
501 Chiloquin Blvd.
Chiloquin, OR 97624

BACKGROUND: P.L. 101.630

POSITION OBJECTIVES

The primary purpose of this position is to provide regularly scheduled pre-employment, employment, and life skills training sessions. These will be conducted in the Klamath Tribal Service Delivery Area to eligible tribal members. This position will set up, deliver and track the effectiveness of training. The training shall be provided to individuals or groups depending upon the need of the recipient(s) or the target audience.

MAJOR DUTIES AND RESPONSIBILITIES

1. Determine eligibility and schedule individuals for training sessions in accordance with assessed needs and program referrals.
2. Develop, update and utilize training material for pre-employment, employment, and life skills classes.
3. Maintain an individual participant file that contains all required documents and program

related materials; this would include a training plan with identified outcomes.

4. Deliver an appropriate orientation and training session to individuals or groups of eligible American Indian/Alaska Native participants within the training program; using printed materials, power point presentations, computer literacy and other effective means of training.
5. Track attendance, class hours, and determine effectiveness of training through successful completions, for use in reporting measures.
6. Prepare weekly and monthly reports to be delivered to the Employment Services Manager in the requested format.
7. Network with local community employers to set up job search training activities such as informational interviews, obtaining job leads, company orientations, and other job search activities.
8. Review trends in the job market and match Tribal positions and Tribal priorities with training materials; to create vocational pathways.
9. Like all employees of the Klamath Tribes, the incumbent will be called upon to accomplish other tasks that may not be directly related to this position, but are integral to the Klamath Tribes' broader functions, including but not limited to, assisting during Tribal sponsored cultural, traditional, or community events that enable the successful operation of programs and practices of The Klamath Tribes as aligned with The Klamath Tribes' Mission Statement. Some of these tasks may be scheduled outside of regular work hours, if necessary.

SUPERVISORY CONTROLS

Work is under the direct supervision of the Employment Services Manager who provides general instructions and oversight of training material. Work is assigned in terms of functional/organizational objectives. The Employment Services Manager assists with unusual situations, which do not have clear precedents. Employee works independently, resolves problems on the basis of past precedents, exercises judgment in interpreting guidelines and applicability and ensures timelines are met. The Employment coach plans and carries out various stages of training plan development, by selecting and using approved methods and techniques as appropriate.

KNOWLEDGE, SKILLS, ABILITIES

Proficient communication skills — both verbal and written — are necessary.

Ability to handle a variety of tasks, prioritize and problem solve.

Ability to work positively with persons living in culturally, socially, and economically disadvantaged communities in a professional manner, using tact, diplomacy, and mature judgment.

Ability to effectively communicate verbally and in writing, individually and in group settings for the purpose of providing program information to clients for entry into training program and training services.

Ability to develop training plans with clearly defined learning goals and objectives, training schedules, training materials, and all components necessary to provide adult job readiness outcomes.

Knowledgeable and skilled in adult training techniques, practices, materials, and methods used in pre-employment training, employment and life skills.

Skilled in conveying and modeling strong job retention concepts and philosophies through use of personal life style and job retention strategies.

Skilled in identifying training needs of participants, employing correct training materials and methods, and documenting effectiveness of training efforts for use in tracking outcomes.

Knowledge of filing systems, case management and recording pertinent program information for participant files and reporting requirements.

Ability to work with community partners to ensure eligibility criteria for program and program services are appropriate.

Ability to maintain confidentiality of participants, records, and information related to the training program.

QUALIFICATIONS, EXPERIENCE, EDUCATION

Minimum Qualifications: *Failure to comply with minimum position requirements may result in termination of employment.*

- **REQUIRED** to possess a minimum of a High School Diploma or Equivalent. (*Must submit copy of diploma or transcripts with application; HSD/GED only required when applicant doesn't have a college degree.*)
- **REQUIRED** to possess a certificate in Business Administration, Counseling, Office Systems Technology, or related field; **OR** the equivalent combination of job-related

experience/training equal to 18 months may be substituted for certificate. *(Certificate or transcripts must be submitted with application.)*

- **REQUIRED** to have computer experience; emphasis will be in the use of Microsoft Word, Publisher, Power Point, Excel and work in a networked environment; must have spreadsheet and database management skills.
- **REQUIRED** to possess proficient communication skills — both verbal and written.
- **REQUIRED** to possess and maintain a valid Oregon Driver's License, (out of state applicants must receive ODL within 90 days of hire), have good driving record and be insurable by The Klamath Tribes' vehicle insurance policy. *(Must submit copy of driver license with application.)*
- **REQUIRED** to adhere to The Klamath Tribes Alcohol and Drug Free Workplace policy.
- **REQUIRED** to submit to a background and character investigation, as per Tribal policy. Following hire must immediately report to Human Resource any citation, arrest, conviction for a misdemeanor or felony crime.
- **REQUIRED** to accept 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.

Preferred Qualifications:

- Associates Degree in Social Services, Office Administration, counseling or closely related field is preferred. *(Must submit copy of diploma or transcripts with application.)*
- Management experience of at least one year, is preferred.

INDIAN PREFERENCE

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

ACKNOWLEDGEMENT

This position description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive and the job may require other 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 with 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 PROCEDURE

Submit The Klamath Tribes ***Application for Employment*** with all requirements and supporting documentation 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.

EMPLOYEE ACKNOWLEDGEMENT:	
I have reviewed this position description and have been provided a copy. I understand that The Klamath Tribes reserves the sole right to modify this position description at any time, with or without notice.	
Employee (printed name)	Employee (signature)