

JOB OPENING ANNOUNCEMENT

Job Title: Youth Case Administrator

Report To: WIOA Manager

Department: WIOA

Job Vacancy: YAN-23-067

Status: Full-Time; Non-Exempt (32 hrs.)

Starting Wage: DOE

Opening Date: 8/7/2023

Closing Date: 8/18/2023

POSITION DESCRIPTION:

The Workforce Development Youth Case Administrator will work and recruit participants who are between the ages of 14-21 In-School and 16-24 Out-of-School, and summer youth workers. The Youth Case Administrator will monitor the progress of client as an effort for the client to achieve educational and employment goal(s) they have set for themselves.

QUALIFICATIONS:

- High School Diploma required; Associates Degree in Business preferred.
- Must have at least one (1) year of progressive employment in the administrative field.
- Must be able to work in a fast-pace environment and multiple tasks.
- Must be able to travel out of town and/or out of state as needed.
- Ability to read, analyze and interpret moderately complex data.
- Ability to communicate effectively with individuals of varied social, economic, cultural and educational backgrounds.
- Knowledge of local job markets and training facilities.
- Ability to document daily activities.
- Basic computer knowledge.
- Basic knowledge of the WIOA program
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Recruit, monitor, and arrange for screening of clients (16-24) or potential clients to determine eligibility in the WIOA program.
- Assist manager conduct summer youth program.
- Interview and refers applicants to facilities, departments, counselors and other support services as appropriate.
- Update State of Arizona Department of Economic Security ("DES") and United States Department of Labor (DOL) required application forms for each applicant.
- Review data to ensure that job orders are complete, accurate and legible so as to facilitate effective placement.

- Develop and monitors the Individual Service Strategy (ISS) set by the participants to ensure positive outcomes and increase participant knowledge in the service provided.
- Follow up on participants after exit from program. May include field work to local schools, employment locations and/or residences.
- Solicits for education awareness, life skills awareness, and other services as needed to benefit the client personally and professionally.
- Attend training, seminars and conferences for WIOA Program.
- Provide professional customer service to visitors and participants.
- Provide specialized training to applicants, as required.
- Conduct, attend, and interact in meeting employees, various public agencies and the general public.
- Maintain professional education and interaction at meetings/conferences to keep abreast of changes in requirements, which affect the Nation, and current trends in the field.
- Participate on various Yavapai-Apache Nation work groups.
- Adhere to all established by the Yavapai-Apache Nation, such as safety guidelines, personnel policies and procedures, confidentiality agreements, etc.
- Perform other related duties as assigned.
- Maintain confidentiality of all information.
- Contribute to a team effort and accomplishes to establish timelines.

Physical Requirements

The employee must occasionally lift and/or move to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects, tools or controls; and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**