

## **JOB OPENING ANNOUNCEMENT**

**Job Title:** Adult Case Administrator

**Report To:** WIOA Manager

**Department:** WIOA

**Job Vacancy:** YAN-26-18

**Status:** Full-Time; Non-Exempt

**Starting Wage:** DOE

**Opening Date:** 01-20-26

**Closing Date:** Until Filled

### **POSITION DESCRIPTION:**

The Workforce Development Adult Case Administrator performs work of moderate difficulty securing employment opportunities for participants of the Workforce Innovation and Opportunity Act (WIOA) Program, assisting them to maintain employment and/or support services as needed.

### **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-paced 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:**

- Provide guidance to Adult Participants.
- Assist with recruitment, screening and verification of eligibility for WIOA participants.
- Interview and refer participants 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 Employment Plan ("IEP") 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](http://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**