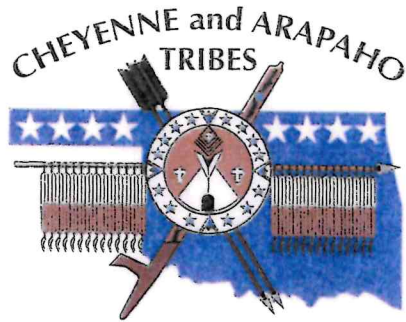


PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
Fax 405.422.8222

***VACANCY ANNOUNCEMENT ***

POSITION: DREAMS Developer
DEPARTMENT: Developing Responsible Employees Aptitude and Marketing Success (DREAMS), Department of Labor
LOCATION: Concho OK
ISSUE DATE: April 27, 2022 **CLOSING DATE:** Until Filled

GENERAL RESPONSIBILITIES:

Under the direct supervision of the DREAMS Service Manager, the DREAMS Developer shall assume the primary responsibilities for duties of above-average difficulty to include, but not limited to all DREAMS components, employment development, placement, counseling and coordination, in addition to daily office procedures and assignments for employment and training activities.

DESCRIPTION OF DUTIES:

- Maintaining client information and activities in the DREAMS database.
- Assess and evaluate skills and career interests of clients.
- Counsels clients in areas of career development, employability development, and training development.
- Develop career pathways by identifying short term and long term goals of clients through Individual Service Plans (ISP) for educational and employment needs.
- Develop and maintain On the Job Training (OJT) and work experience agreements and Memorandums of Agreements (MOA).
- Recruits work sites, identifies training sites, and coordinates outreach events within designated service area.
- Assist with training activities or workshops coordinated by the DREAMS Event/Training Specialist.
- Monitor and evaluate client outcomes, employers, and training sites.
- Encourage clients to continue, maintain, and excel in career pathway by performing follow-up services to ensure client successes.
- Assists DREAMS Service Manager with data collection for program reporting.
- Carries out other duties as assigned by the DREAMS Director as they relate to the position.

KNOWLEDGE, SKILLS, & ABILITIES:

- Knowledge of current eclectic learning styles, principles of teaching, DREAMS policies and procedures, General education curriculum, and testing procedures.

- Ability to deal effectively and courteously with clients and ability to exercise good judgement when conducting assessments and communicating results.
- Knowledge of employment and training needs among Native Americans.
- Must have the ability to maintain a wholesome and favorable rapport with the general public, tribal members, tribal employees.
- Ability to communicate effectively orally and written.
- Maintain high level of confidentiality.
- Ability to perform under minimal supervision.
- Knowledge of all general office practices and procedures.
- Knowledge of MS Office suite.
- Ability to maintain accurate files and databases.

QUALIFICATIONS:

- Must possess an Associate's Degree from an accredited school or have at least four (4) years' experience with federal, state, or tribal government.
- Two (2) years practical experience in tribal service program.
- Must possess a valid Oklahoma State Driver's License and have dependable transportation.
- Must be able to provide a Motor Vehicle Report and be insurable with the Tribes.
- Must be able to pass an O.S.B.I. Background Investigation.
- Must be able to pass Alcohol & Drug Testing.
- Must be skilled in operating various types of office equipment; computer literate.
- Tribal Preference: Cheyenne and Arapaho Tribes.

SALARY: Negotiable, depending on qualifications and experience.

APPLICATION PROCEDURE: Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma

Personnel Department

P.O. Box 167

Concho, OK 73022

Or e-mail: atisdale@cheyennandarapaho-nsn.gov

Office (405) 422-7498

Fax (405) 422-8222

Toll Free 1 (800) 247-4612 ext. 27498



To view all our current vacancy announcements, please visit our website at:

www.cheyenneandarapaho-nsn.gov