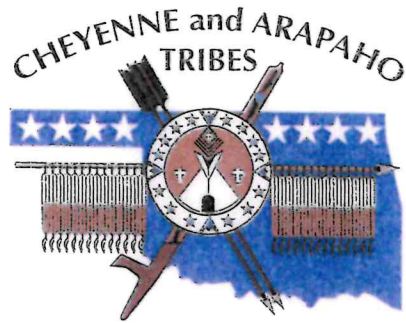


## PERSONNEL



PO Box 167  
Concho, OK 73022  
405.422.7498  
Fax 405.422.8222

### \*\*\*Vacancy Announcement\*\*\*

**POSITION:** TERO Officer  
**LOCATION:** Concho, OK  
**DEPARTMENT:** Developing Responsible Employees Aptitude and Marketing Success (DREAMS), Department of Labor  
**ISSUE DATE:** April 25, 2022 **CLOSING DATE:** Until Filled

#### **GENERAL RESPONSIBILITIES:**

Under the direct supervision of the DREAMS Director, the Tribal Employment Rights Office (TERO) Officer shall assume the primary responsibility to abide and enforce TERO Ordinance, advocate for tribal employee rights develop and maintain Job Bank, coordinate all other TERO activities in addition be aware of DREAM components and inform.

#### **DESCRIPTION OF DUTIES:**

- Data collection and maintaining the TERO job bank.
- Coordinate referrals within the database for direct job bank placements with employers.
- Responsible for attending PG&C Pre-Bid and project meetings with contractors to ensure TERO certification.
- Monitor and evaluate all Contracts, Contractors and Job sites.
- Host informational meetings for TERO, Contractors, and Vendors within designated service area.
- Engage local employers to identify workforce skillsets need leading to employment opportunities for future TERO projects.
- Assist with the development of Apprenticeship and On the Job Training Programs leading to TERO projects.
- Coordinate with DREAMS Developer and DREAMS Event/Training Specialist to ensure training participants obtain employment after successful completion of TERO projects.
- Counsel non-governmental Native American employees in areas of compliance related to TERO, EEOC, OSHA, OFCCP.
- Provide mediation for contract employee in accordance with the ordinance prior to commission review.
- Attend and report to TERO Commission meetings.
- Assist with gathering wage information to be in compliance with HUD Section III reporting.
- Assist DREAMS Director with data collection for program reporting.
- Carries out other duties as assigned by the DREAMS Director as they relate to this position.

- Ability to have contract awareness by reviewing and interpreting intent of contracts and effectively negotiate, if necessary, to ensure tribal preference and maintain tribal sovereignty.
- Ability to identify risk management and resolve conflict.
- Maintain high level of confidentiality.
- 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.
- 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 in contract negotiations and employment rights.
- 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](mailto:atisdale@cheyennandarapaho-nsn.gov)

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

[www.cheyenneandarapaho-nsn.gov](http://www.cheyenneandarapaho-nsn.gov)