

PERSONNEL



PO Box 167
Concho, OK 73022
405.422.7498
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*****VACNACY ANNOUNCEMENT *****

Position: **DREAMS Training Specialist**
Program: Developing Responsible Employee Aptitude and Marketing Success (DREAMS)
Department(s): Labor
Location(S): Concho, OK
Job Status: Full Time
Exemption Status: Non-Exempt
Reports to: DREAMS Director of the Department of Labor
Positions Supervised: NA
Issue Date: September 9, 2022 **Closing Date:** Until Filled

BASIC PURPOSE:

Performs work in planning and implementation of program events and training opportunities for DREAMS participants. Responsible for providing enrichment activities in a training status to enable DREAMS participants to enhance basic education and literacy skills. Collaborate with the DREAMS Developer to facilitate Certifications and Stackable Credentials for individual's career pathways. Responsible for coordinating all training activities in addition partnering with the TERO Program.

TYPICAL FUNCTIONS:

- Recruit students through community outreach events coordinated with other Department of Labor programs within the designated service area.
- Conduct GED comprehension and/or instruction to attain diploma, and benefit from group seminars.
- Seminars include Parenting/Citizenship Workshops, Workplace Safety Training, Workplace Assessment and Training, and Employability Skills Assessment and Training.
- Perform and meet deadlines by establishing training priorities and targeting dates.
- Create effective instructional approaches and use of visual aids and handouts for training opportunities
- Assist in writing interesting and effective public service announcements.
- Maintain Log in individual participant files regarding progress of activities.

- Maintain Files of Seminars/Classes held in various communities. Includes sign-ins, fliers, and lesson plan or class synopsis.
- Prepare monthly progress report regarding clients served and workshops provided to DREAMS Director so that information may be included in Monthly and quarterly reports.

KNOWLEDGE, SKILL, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Knowledge of current eclectic learning styles, principles of teaching, DREAMS policies and regulations, General Education curriculum, and pre-testing procedures.
- Ability to deal effectively and courteously with participants and ability to exercise good judgment when conducting assessments and communicating results.
- Maintain professionalism and environment conducive to learning.
- Must possess basic computer knowledge and software applications.
- Must be willing and able to perform related travel normally associated with this position.
- Ability to perform under minimal or no supervision.
- Must be willing to work beyond the normal working hours if necessary.
- Perform other duties as assigned by DREAMS Director.

MINIMUM QUALIFICATIONS

Education Required Associate's Degree (college or university). A combination of education and experience may be considered as a substitute for degree requirement.

Experience Required Five (5) years' experience with federal, state, or tribal government.

Computer Skills: Must have basic computer skills

Certificates & Licenses:

- Must possess a valid Oklahoma State Drivers

Special Requirements

- Must be able to pass a O.S.B.I. Background Investigation.
- Must have dependable transportation
- Must pass drug and alcohol testing.
- Cheyenne-Arapaho Preference.

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@cheyenneandarapaho-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