

**Fort Belknap Indian Community
Fort Belknap Agency
656 Agency Main Street
Harlem, MT 59526**

POSITION: 477 Employment & Training Director

STATUS: Regular/Full-Time

PROGRAM: 477 Employment & Training

WAGE: Negotiable

DEPARTMENT: Human Services

LOCATION: Fort Belknap Agency

Supervision Received: Incumbent will work under the general supervision of the Chief Administrative Officer.

Supervision Exercised: Exercises general supervision over 477 Employment & Training program staff.

General Description of Duties: The 477 Director is responsible for monitoring and reporting activities and services provided under the Public Law 102-477 consolidated plan. This includes programs funded under the Bureau of Indian Affairs (BIA); General Assistance (GA), Adult Vocational Training (AVT), Short Term Training, Direct Employment, Higher Education Scholarships (HE), and Johnson O'Malley (JOM). Under the Department of Labor this includes Temporary Assistance to Needy Families (TANF), Native Employment Works (NEW) and, Child Care Development Fund (CCDF). Pending legislation may change the program names, however, this position is primarily concerned with those programs that continue to be administered under Public Law 102-477 as indentified within the Fort Belknap Indian Community Council's approved 477 Plan. This position includes maintenance of the Tribal Employment Referral System (TERS). This involves working with the systems programmer in developing and implementing the computerized database. Customizing the computerized reports ensures relevance to proposed standards, goals, and objectives. This position is also updating the instruction manual and the systems definitions and guide and providing instruction on new procedures to ensure standardized one-top application.

Essential Duties and Responsibilities:

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive:

- Records and tracks all funds awarded under the separate federal agencies into the one consolidated program budget in consolation with the BIA Economic Development Office-477.
- Prepares Fort Belknap Indian Community Council's annual 477 program report to the BIA Economic Development Office 477.
- Maintains communication with the BIA Economic Office-477 regarding all financial transactions and required reports.
- Meets with program directors and program staff as required to gather information for narrative reporting purposes.
- Provides assistance to program staff regarding program services provided under the 477 plan as needed.
- Maintenance of computerized reporting system to include monitoring generated reports and consulting with the systems programmer to change, modify, and add new functions.
- Update the referral system instruction manual to ensure standardization of definitions and operation expanded computer functions.

- Consult with program staff to evaluate the tribal employment referral system and policy manual on a regular basis.
- Produce written material for distribution at technical assistance presentations.
- Submit potential 477 grantee's requests for reimbursement for travel to scheduled technical assistance meetings.
- Assist in scheduling and arranging technical assistance sessions.
- Maintains technical assistance activity/participation reports and related financial records.
- Maintains a cuff account for 477 financial activities.
- Maintains a cuff account for 477 financial activities to monitor program incomes and expenses.
- Adheres to the Personnel Policies and Procedures.
- Adheres to the Personnel Policies and Procedures adopted April 2, 1996.
- Establishes and maintains management tools to track deadlines for agency funding applications and related reports.
- Identifies and prepares applications for additional and/or alternative funding sources to meet community needs.
- Report orally and in writing to the FBIC Council and Chief Administrative Officer as required.
- Provide supervision to the 477 staff.
- Develops and manages office procedures to ensure protection and privacy and confidentiality of client matters.

Education: Master's Degree in Human Services or related field preferred. Alternatively, requires Bachelor's Degree in Human Services from an accredited school and two(2) years of relevant program management experience, or; four (4) years of relevant, day to day experience in administering a 477 Employment & Training program.

Knowledge, Skills, Certifications and Abilities:

- Knowledge of all phases of development and operations of P.L. 102-477 tribal contract management system.
- Thorough knowledge of the existing relationship between the Fort Belknap Tribal Government, State, and Federal agencies.
- Skill to establish and maintain an effective working relationship with Co-workers, Fort Belknap Indian Community Council Administration, other programs, agencies, and the public.
- Excellent written and verbal communication skills.
- Ability to maintain confidences of clients.
- Ability to exercise independent judgment, discretion, and initiative.
- Ability to maintain confidences and confidential information.
- Ability to exercise personal leadership in fostering and promoting good working relationships with FBIC Employees, the general public and other agencies to assure that services are fully coordinated and provided.

Special Conditions:

Must possess a valid State of Montana issued driver's license and be eligible at ordinary and reasonable cost for inclusion with the FBIC master insurance policy.

- Incumbent must be subject to and must comply with the Fort Belknap Indian Community's Substance Abuse Prevention, Drug/Alcohol Free and Drug/Alcohol Testing Policy, prior to and during employment.
- Incumbent will be subject to a thorough background investigation to include work history and criminal history.

- Must be an enrolled member of a federally recognized Indian Tribe.
- Must have never been convicted of a felony crime within his or her lifetime.
- No conviction of a misdemeanor in any jurisdiction within one (1) year from date of application.
- **Note:** The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract of employment.

Indian Preference Employer as Required by Law

IMMIGRATION REFORM AND CONTROL ACT: Requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

How to Apply: *Submit application & resume postmarked by the closing date to:*

Human Resources Department
Fort Belknap Indian Community Council
656 Agency Main Street
Harlem, MT 59526

Updated: 10/12/15

A handwritten signature in black ink, appearing to be the initials 'LB', is written over a horizontal line.