

**BRISTOL BAY NATIVE ASSOCIATION
POSITION DESCRIPTION**

POSITION TITLE: 477 Case Worker II-III; Workforce Development, Employment Division

OBJECTIVE: Provide direct client services to all Bristol Bay residents under the Workforce Development (WFD) programs. Services include eligibility determination, continuous case work, and assisting clients gain access to all services allowable under Federal and State regulations which support finding employment and becoming self-sufficient.

QUALIFICATIONS:

Candidates must demonstrate their ability to accomplish the Essential Job Results stated below. Job knowledge / documentation required:

License / Certification: Current valid Alaska Driver's License and liability insurance. Background clearance check including fingerprints. Candidates must meet the eligibility criteria of the Alaska Barrier Crimes regulations as a prerequisite to hiring.

Education: Minimum, High School Graduate/GED required with at least two years of demonstrated reliability in an office setting. Prefer Associate Degree in Human Services or two years of experience described below. Demonstrated interest in developing skills related to workforce development.

Preferable Experience: Human services in rural and remote Alaska. At least two years of counseling or intake experience. Case work or eligibility determination in public assistance or any other related field which involves continuous counseling, explaining complex policies, procedures, services, client responsibilities, and teaching of budgeting, interviewing and work-readiness skills or two years of experience applying statutes, regulations, program requirements or similar criteria or guidelines.
Computer skills. Keyboard, MS programs, e-mail/internet. Ability to learn data entry program for case work.

Complete achievement of certain of the above specifications may not be required if, in the opinion of BBNA a particular candidate possesses significant offsetting characteristics, such as past accomplishments, experience, education, or estimate of future potential.

ESSENTIAL JOB RESULTS

Achieve Program Goals

by

- Understanding and becoming proficient with: program regulations, plans, policies, procedures for P.L. 102-477 Workforce Development Programs (Employment and Training, TANF, Welfare Assistance) including department goals and objectives.
- Applying federal and/or state regulations in daily program activities.
- Entering data into the Workforce Development dept. software system daily while maintaining both electronic & hardcopy files to document client services.

Cross training with other WFD positions.

Provide direct client services

by

- Conducting initial interviews & updating information as changes occur for eligibility requirements.

- Communicating regularly with clients across the BB region including traveling to do in person contacts, home visits, by telephone, email, and mail.
- Determining eligibility to include gathering required verification pertaining to income, resources, expenses, etc
- Developing and updating an Individual Employment Plan with each client in order to assess and evaluate employability of clients, taking into consideration work history, skills, strengths, education and training, interests and current barriers.
- Deciding when assessment tools are needed; administering or recommending appropriate assessments of client's employability, taking into consideration work history, skills, strengths, education and training, interests, current barriers, and monitoring progress.
- Helping clients develop resumes, fill out employment applications; and perform and monitor job searches.
- Working directly with clients and employers to find job placements.
- Being familiar and knowledgeable of State and other organization's work programs and services that Bristol Bay clients can utilize, such as DOL, BBEDC, BBNC; BBHA etc. and making referrals.
- Participating in case consultations with clients, BBNA staff and other organizations to determine the best needs and services for the client.
- Providing information to clients, community organizations and general public about resources and services that can help.
- Gathering talent bank applications on clients that are accessing services from WFD.
- Coordinating with other staff and agencies to hold career fairs and represent BBNA's WFD in area wide job /career fairs to promote WFD services.
- Creating meaningful, worthwhile work opportunities for youth by Coordinating and monitoring the Summer Youth Employment program

Build community and provider partnerships

by

- Performing outreach activities such as work-readiness workshops, and self-improvement training to increase knowledge of WFD resources and encourage communities to get involved in meeting program goals.
- Developing formal and informal networks of contacts with representatives of a wide range of community organizations.
- Participating on community wide interagency councils, service integration efforts, and other planning initiatives to ensure WFD principles and programs are well-represented in planning activities.
- Acting as a resource for information about WFD, other providers, labor market conditions, job training opportunities, job openings, vocational training and educational programs, and child care services.
- Engage youth in work related activities and provide quality presentations that will enhance youth participation in the Workforce.

Keeps Management Informed

by

- Ensuring that client files have all the necessary documentation and are in the proper order so accurate information can be retrieved quickly and reliably.
- Participating in scheduled Employment & Training team meetings.
- Producing a monthly activity report by deadline dates.

Monitors and improves program and service quality.

by

- Understanding BBNA Mission, WFD Programs including the BBNA Goals and Objectives and participating in measuring whether outcomes are being met.
- Participating on project planning teams and sharing ways to improve overall effectiveness of program.

Protect program integrity and client privacy

by

- Ensuring privileged information is shared in a manner that improves service delivery, while respecting an individual's right to privacy.
- Agreeing to BBNA's policy on confidentiality, keeping confidential information gained through employment secure, during and after this employment.

Travel in and out of region as necessary

by

- Scheduling well planned trips to provide services, participate in training, workshops and to exchange current information significant to regional, Tribal, State and Federal entities.

Contribute to the overall team effort

by

- Welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results as and where needed.

WAGES: \$36,414 – 52,020/yr (18.67/hr – 26.68/hr)DOE

REPORTS TO: Division Manager; Education, Employment & Training

DUTY STATION: Dillingham

Employee acknowledgment date

Supervisor date

Human Resources Director date

President/ CEO date