



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0080
JEMEZ HEALTH & HUMAN SERVICES
VOCATIONAL REHABILITATION PROGRAM
CAREER DEVELOPMENT COORDINATOR

Position Title:	Career Development Coordinator	Pay Level:	\$21.83 - \$32.74
Position Open Date:	11/14/2023 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Vocational Rehabilitation
Supervisor:	Vocational Rehabilitation Program Manager		

POSITION SUMMARY:

Responsible for establishing collaborative relationships among the schools, tribal programs, and businesses to provide an internship program to students with disabilities; provides employability skills training to students and implements JVR Project H.O.P.E. program.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

QUALIFICATIONS:

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.

EDUCATION & EXPERIENCE:

High School diploma or General Equivalency Diploma (GED); one (1) year of experience in working with youth with disabilities; AND associate or bachelor's degree in education, or a closely related field preferred but not required.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit extended periods, of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Develops JVR Project HOPE policies and procedures as well as outlines the projects in depth.
- Created forms to be used in the Project such as the application, assessment, and training reports.
- Coordinates and implements various project activities, including student outcomes tracking, strategic initiatives and various presentations and communications.
- Serves as the primary point of contact for Project HOPE responding to and managing inquiries from schools, students, parents, businesses and outside parties.
- Assists with tracking and monitoring Student internships.
- Research, networks, and establishes collaboration with local/surrounding business for intern placement, training, and job coaching.
- Utilizes available resources to provide and develop appropriate accommodations within the workplace as needed for the students.
- Plans, develops training materials, and teaches employability skills as well as the 5 activity areas and contents of Pre-Employment Transition Service (PreETS).
- Performs outreach activities and education on project services.
- Provides on-going monitoring, follow up and feedback to students, schools and supervisors regarding students' job placements, site visits and written reports.
- Maintains collaboration with businesses.
- Processes and maintains student cases/records and daily consumer data input into an excel spread sheet.
- Establishes and networks with tribal programs and surrounding businesses for consumer job placements.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Community business environment.
- Record keeping and report writing principles and practices.
- Principles and practices of employment search and selection.
- Basic principles and practices of skill development and education.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Maintaining accurate case records and preparing accurate and timely reports.
- Developing training programs, to including program planning and implementation.
- Assisting consumers in identifying personal interests to a job, workplace supports to accommodate student's disability, conducting job and task analysis, determining the skill level of students for job of choice, assessing the job site and essential functions of the job for students, advocating for students, and assisting employers with reasonable job accommodations.
- Using initiatives and independent judgment within established procedural guidelines.
- Preparing clear and concise reports, correspondence, and other written materials.
- Contributing effectively to the accomplishment of team or work unit goals, objectives, and activities.
- Using software applications related to assigned functions.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone.
- Communicating effectively in oral and written forms.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024