



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 155-20

OPENING DATE: 10/08/2020

CLOSING DATE: UNTIL FILLED

POSITION:	HR WIOA Worker Adult (7 positions)	POSTED:	IN/OUT
PAY GRADE:	NE2 (\$12.00/hr)		
FLSA STATUS:	Non-exempt		
POSITION TYPE:	Temporary (250 hours)		
FUNDING SOURCE:	Grant Funded 100% by the Department of Labor		
DEPARTMENT:	Human Resources		
REPORTS TO:	HR Generalist/WIOA & Summer Intern Coordinator		
BACKGROUND LEVEL:	Dependent on the assigned worksite		

JOB PURPOSE: Participates in a Workforce Innovation & Opportunity Act work experience program that allows eligible participants, particularly those with barriers to employment, to gain experience and training through temporary employment. Performs a variety of program support activities that may include clerical, classroom, recreational, or labor support tasks in an assigned department or work area.

JOB DUTIES:

- Receives overview in the day to day operations of assigned department.
- Receives training on assigned job duties.
- Receives constructive feedback on job performance.
- Learns and practices hard and soft skills in a real work environment.
- Interacts professionally with internal and external staff and clients.
- Learns and practices workplace policies and procedures.
- Assists in the promotion of program services and activities.
- Supports program staff.
- Attends assigned training with HR Generalist/WIOA & Summer Intern Coordinator if scheduled.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Must be Native American, Alaskan, or Hawaiian Native.
- Must be 18 years of age or older.
- If male, 18 years of age or older, and born after the year 1960, must register or be registered for Selective Services.
- Must reside within the service area of Bernalillo or Valencia County.
- Must be unemployed, underemployed, low income, a recipient of a bona fide layoff notice which has taken effect in the last six months or will take effect in the following six month period, who is unlikely to return to a previous industry or occupation, and who is in need of training for either employment with another employer or for job retention with the current employer, or an individual who is employed but is determined by the grantee to be in need of employment and training services to obtain or retain employment that allows for self-sufficiency.
- Must submit a POI application and WIOA application to the POI Human Resources Office.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Considerable physical activity; heavy physical work; heavy moving, lifting, pushing, or pulling of objects up to 50 pounds is a primary part of the job.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office setting or outdoor environment.
- Possible exposure to fumes or airborne particles, hazardous chemicals and outside weather conditions.
- Noise level is usually minimal to moderate.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.