



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 056-21**

**OPENING DATE: 04/23/2021**

**CLOSING DATE: 05/14/2021**

**POSITION:** HR WIOA Worker Youth  
**PAY GRADE:** NE1 (\$10.00/hr)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Temporary  
**FUNDING SOURCE:** Grant Funded  
**DEPARTMENT:** Human Resources (WIOA Workers placed in various POI worksites)  
**REPORTS TO:** HR Generalist/WIOA & Summer Intern Coordinator  
**BACKGROUND LEVEL:** Dependent on work site

**POSTED: IN/OUT**

**JOB PURPOSE:** Participates in a workforce training program by performing a variety of program support activities that may include clerical, classroom, recreational, or labor support tasks in an assigned department or work area.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Answers incoming telephone calls, takes and delivers messages.
- Assists with making copies and filing.
- Assists in facilitating Summer Program activities for various age groups.
- Assists with the planning, implementing, and monitoring of recreational, classroom, or experiential education activities.
- Promotes safety during scheduled activities and assists in enforcing safety rules, policies, and procedures.
- Assists in the promotion of program services and activities.
- Learns and assists with reinforcing lessons.
- Creates a positive environment conducive for learning.
- Reinforces and supports program staff.
- Sets up table, shade, and chairs for both breakfast and lunch meal programs.
- Buses tables, shelves, and clean meal sites for the safety of youth attending meal programs.

- Assists in the maintenance of the facility through mopping, sweeping, cleaning, and sanitizing.
- Performs outdoor assignments that could include litter pick-up, weed eradication, and disposal of trash.
- Complies and fulfills POI WIOA expectations as directed.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Must be between 14-24 years of age.
- If under the age of 16, must be able to obtain a worker's permit.
- Must be Native American, Hawaiian, or Alaskan Native.
- Must reside within Bernalillo and Valencia County
- If male, 18 years of age or older, and born after the year 1960 must be registered for the selective services.
- 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.
- Occasional lifting up to 15-20 pounds.

**WORK ENVIRONMENT:**

- Work is performed in a typical interior/office setting or outdoor environment.
- 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.