



PHOENIX INDIAN CENTER, INC.

4520 North Central Avenue, Suite 250, Phoenix, Arizona 85012
Administration 602.264.6768
Fax 602.274.7486

JOB ANNOUNCEMENT

TITLE: TRAINING UNIT SUPERVISOR

DEPARTMENT: Native Workforce Services

HOURS: Monday to Friday - 8:00 A.M. to 5:00 P.M.

SALARY: \$35,000 - \$40,000 (DOE)

DUTIES:

Counsels and assesses program customers for career development and/or placement in subsidized employment activities. Works with local employers to develop subsidized work sites. Enrolls eligible post secondary students in incentive allowance activity. Maintains electronic and paper records of trainee progress and concerns. Adheres to timelines for activities; follow-up with site supervisors to obtain student and trainee evaluations. Provides support services as needed by trainees. Oversees all trainee and student timesheets and releases payroll and allowance checks. Supervisors job readiness trainer and completes evaluations as scheduled. Attends scheduled meetings and conducts community outreach.

REQUIREMENTS:

Bachelor's degree in Counseling or related human service field with 3 years related work experience with one year being supervisory. Knowledge of social, educational and economic issues of off-reservation Native Americans. Familiarity with career planning resources, vocational interest tools, financial aids for higher education. Must possess valid fingerprint card or able to obtain one upon offer of employment. Strong communication skills in the areas of interviewing and informational presentations. Must have dependable transportation with valid driver's license and insurance in compliance with agency requirements.

CLOSING DATE: Open Until Filled (Posting date: April 8, 2008)

APPLY AT: PERSONNEL OFFICE
4520 North Central Avenue, Suite 250
Phoenix, Arizona 85012
602-264-6768, ext 2103
www.phxindcenter.org

PREFERENCE:

In accordance with the Indian Preference Regulations, preference is given to American Indians. To claim American Indian preference a copy of tribal affiliation must be submitted with application and resume.