**Job Description**

**Job Classification**

**Title** Tribal Development Program Manager

**Department** NKI Human Resources

**Reports to** Human Resources Director

**FLSA Status** Exempt

**Version** 06/09/2022

**Job Summary**

The Tribal Development Program Manager (“TDPM”) coordinates, markets and processes the recruiting, training and placement of tribal members in jobs at Noo-Kayet Investments (NKI), and facilitates access by tribal member-owned businesses with tribal and other resources to start and/or grow their businesses.

**Essential Duties and Responsibilities**

The following duties and responsibilities are a reasonable representation but not an exclusive list of those of the TDS.

1. Implement outreach and recruiting strategies for job placement of Tribal Development Program Participants within the NKI Companies.
2. Market, coordinate, process and coach tribal members to facilitate their access to jobs at the NKI companies and to engage entrepreneurship opportunities.
3. Ensure all work is done within the Tribal Development Program (TDP) framework, working collaboratively with participating departments, their resources, and supporting the roles of each in working with TDP Participants.
4. Assist TDP Participants through effective communication about NKI, available jobs, and the standards and expectations of employment; and about the TDP.
5. Assist TDP Participants with addressing barriers to employment and advancement through coordination with the Tribal Development Program.
6. Assist TDP Participants with understanding the Port Gamble S’Klallam Employment Preference Code and Project Labor Agreements, as applicable.
7. Act as an advocate for TDP Participants by addressing their complaints and concerns in a positive and timely manner in compliance with approved policy and procedures, as well as negotiating and implementing resolutions approved by the Human Resources Director.
8. Establish an excellent working rapport with TDP Participants, employers, contractors and unions. Consult on applicable law and policy related to the employment of Tribal Citizens including, as applicable, the Pokagon Employment Preference Code, Pokagon Project Labor Agreements, and union agreements.
9. Conduct routine reviews of worksites, documenting the status of TDP Participants who are working, identifying any issues of compliance with applicable law, agreements or policy of the Pokagon Band or NKI and seeing to the performance of corrective action by responsible parties.
10. Complete written reports of the positions and status, such tribal citizens who are applicants, employees, laid-off or terminated, and other information as requested by the Human Resources Director.
11. Make recommendations to the Human Resources Director and the TDP Team that would improve upon the hiring, retention and advancement of TDP Participants.
12. Maintain thorough documentation in paper and digital format on TDP Participants, including work experience, skills, training plan, job status, communications and other information in the TDP database.
13. Maintain records of employee performance in assigned positions and at projects, including metrics of attitude, attendance, compliance, performance and safety; and assist TDP Participants with accessing resources within the Tribal Development Program to address any performance concerns.
14. Within the TDP framework, coordinate with company managers, and the Port Gamble S’Klallam Tribe to ensure a seamless coordination of entities providing training and employment opportunities to TDP Participants.
15. Ensure union scale wages and Davis-Bacon Act regulations are followed when applicable.
16. Assist with the development and coordination of the NKI internship program.
17. Expand TDP outreach to include Native Americans from other tribes.
18. Assist with the coordination and planning of quarterly TDP events, including Pokagon Economic Gathering.
19. Perform other duties as assigned

**Position Qualifications**

1. A high school diploma or GED required. Bachelor’s degree in human resources field or business management is preferred.
2. Prior experience working with, counseling or assisting Native American populations with job placement, advancement and entrepreneurship is preferred.
3. Must have a high school diploma or GED. Bachelor’s degree in human resources field or business management is preferred.
4. Must be a Port Gamble S’Klallam Tribal Citizen, tribal spouse or custodial parent of tribal children.

**Mandatory Knowledge, Skills, Abilities and Other Qualifications**

Candidates for the position of Tribal Development Specialist must meet the following requirements, as demonstrated through past employment, education, testing, or a combination thereof:

1. Must have the ability to pass a drug and alcohol screening.
2. Must be able to obtain a Class III Gamine License from the Port Gamble S’Klallam Gaming Commission.
3. Must be a proficient user of computer and office equipment, including the Microsoft suite of programs.
4. Must be capable of presenting information in a professional manner in both written and oral fashion.
5. Must be able to draft professional and complex reports and present them.
6. Must know and effectively apply positive mentoring and feedback techniques to Tribal Citizens.
7. Must have a consistently positive attitude within a fast-paced and occasionally high-stress environment.
8. Must remain apolitical to the work environment while working collaboratively with a variety of stakeholders and instrumentalities.
9. Must have three to five years’ or more experience in human resources, workforce development, union administration, working for or within a building trades environment, or providing education or employment services. Experience working for a Native American entity preferred.
10. Must have a valid driver’s license and ability to drive frequently.
11. Must quickly acquire and maintain a thorough understanding of Port Gamble S’Klallam Tribal Preferences, applicable union agreements, company policies and procedures, and other requirements related to placement and preferences for Tribal Citizens.
12. Must adhere to strict confidentiality standards.

**Physical Requirements**

1. Occasionally exerts up to twenty-five pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Occasionally requires crouching.
3. Often requires walking or moving about to accomplish tasks.
4. Requires walking up and down stairs, daily.
5. Constantly requires working with fingers rather than with the whole hand or arm.
6. Constantly requires the ability to receive detailed information through oral communication, and to make fine discriminations in sound.
7. Constantly requires verbally expressing or exchanging ideas or important instructions accurately, loudly, or quickly.
8. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
9. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
10. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
11. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
12. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**Typical Environmental Conditions**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating.

**Travel Requirements**

The NKI facilities sit on several locations that will required several short trips a week to perform tasks. Local, regional, and out of state travel is expected and the frequency of it may vary.

\*\*\*\*\**Acknowledgement Statement on the Next Page\*\*\*\*\**

**Acknowledgement Statement**

NKI and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, nor is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKI and its entities are committed to having a drug and alcohol-free work environment.*