

**ONEIDA TRIBE OF INDIANS OF WISCONSIN****Human Resources Department****JOB DESCRIPTION****APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303

**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**FIRST POSTING OPEN TO ENROLLED TRIBAL MEMBERS ONLY**

**POSITION TITLE:** Workforce Development Specialist  
**POSITION NUMBER:** 02486  
**DEPARTMENT:** Workforce Development/HRD  
**LOCATION:** 909 Packerland Dr Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Workforce Development Manager  
**SALARY:** NE11 \$16.14/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:**  
**CLOSING DATE:**  
**Transfer Deadline:**  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

Assist in the coordination and implementation of developing and maintaining Workforce Development program plans, implementing and evaluating the planned program outcomes applicable to tribal, federal, state, and local laws and according to established policies and procedures. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Provide excellent customer service to those participants and/or clients by providing tools for employability.
2. Interview clients to record and assess employment information and explore client's career development opportunities.
3. Coordinate activities for facilitating interviewing skill seminars, meetings, special projects and workshops as needed.
4. Write, edit, and coordinate development of promotional materials, educational materials, training manuals, newsletters, advertisements, and/or brochures as appropriate to the program(s).
5. Communicate with clients regarding their application status.
6. Request background check on qualified applicants; verify Oneida enrollment status as per minimum qualifications; schedules and administers testing with applicants per job qualifications.
7. Maintain case management records .
8. May counsel clients who present unusual placement or job adjustment problems.
9. Review clients information and notify supervisor of clients that meet the minimum qualification for placement into positions as requested.
10. Provide clients with information regarding workshops and/or classes offered through workforce development.
11. Contact clients to offer positions and answer pertinent questions; schedule pre-employment drug screenings.
12. Meet with new hires to ensure thorough completion of new hire forms; schedule new hires for orientation.
13. Recruit temporary personnel according to established policies and procedures.
14. May administer and interpret aptitude and proficiency tests.
15. Disseminate information on WFD functions, procedures, employment programs to clients and employers.
16. Collaborate with employers to discuss ways to improve services and meet labor market needs more effectively.

**JOB DESCRIPTION**

**Workforce Development Specialist**

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**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**