



GREAT LAKES INTER-TRIBAL COUNCIL, INC.

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May 31, 2017

GLITC is recruiting for the following position. Drug Testing is required before hire and random thereafter.

Program Director Vocational Rehabilitation for Native Americans

The Program Director Vocational Rehabilitation for Native Americans provides support to Vocational Rehabilitation Counselors and other Vocational Rehabilitation staff in regulations compliance, information technology, personnel development, contract negotiation and develops outreach materials and activities.

Principal Duties and responsibilities are coaching and training staff, coordinating procedures and processes for more efficient provision of services, resolution and involvement in consumer related issues, staying current with regulation compliance matters that affect the Vocational Rehabilitation for Native Americans (VRNA) program and attending trainings, developing VRNA programs and training materials, developing marketing materials to promote the VRNA program and coordinating conferences for VRNA activities.

Qualifications

Required: Bachelor's Degree in Vocational Rehabilitation or related field required, Masters preferred. Minimum of three years of experience in vocational rehabilitation, training or business management, preferably within mid to large size organizations or equivalent combination of education and relevant experience. Experience with a Native American Tribal organization and/or not-for-profit agency preferred. Grant writing experience preferred. Individual must possess: excellent verbal and written communication skills; professional demeanor and appearance; problem solving skills; ability to manage time effectively; self-motivation skills; work effectively under pressure; ability to build positive work relationships with internal and external customers; ability to interact professionally with a wide variety of people. Individual must be able to follow instructions and apply logic in the solving of various computer related issues. Ability to work with a diverse workforce, with knowledge of Native American culture. Experience developing PR materials. Must possess a valid driver's license and/or reliable transportation with adequate insurance and ability to travel.

To Apply: Mail, fax or email a resume and GLITC application to Great Lakes Inter-Tribal Council, Inc., P.O. Box 9, Lac du Flambeau, WI 54538, Attn: Human Resources. Fax: (715)588-1774. Email: hr@glitc.org. See employment page of our website at www.glitc.org for a GLITC application or contact hr@glitc.org.

Great Lakes Inter-Tribal Council (GLITC) is an equal opportunity employer applying Native American Preference as defined in Title 25, U.S Code, Section 44-66 and 47, and fully subscribes to the principles of Equal Employment Opportunity. It is the policy of GLITC to provide employment, compensation and other benefits related to employment based on qualifications of the job applied for, without regard to race, color, religion, national origin, age, sex, veteran status or disability, or any other basis prohibited by federal or state law. As an equal opportunity employer, GLITC intends to comply fully with all federal and state laws and the information requested on this application will not be used for any purpose prohibited by law. Disabled applicants may request a needed accommodation from the representative of the Human Resource Department, PO Box 9, Lac du Flambeau, WI 54538 or phone (715) 588-1069 or (800) 572-7207