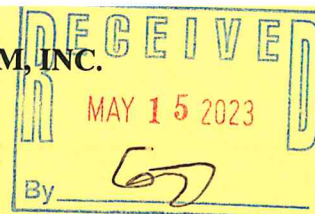




CALIFORNIA INDIAN MANPOWER CONSORTIUM, INC.

738 North Market Boulevard
Sacramento, California 95834
(916) 920-0285 ♦ 1-800-640-CIMC ♦ (916) 641-6338 FAX
1-800-748-5259 (TDD/Hearing Impaired)
www.cimcinc.org



JOB ANNOUNCEMENT

POSITION: Elders Program Coordinator
(Open)
WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

CLOSING DATE: Open Until Filled
STARTING PAY: \$1,216.00 to \$1,277.60 weekly
DOE
CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Elders Program Coordinator shall oversee the activities of the CIMC Elders Program. Shall be responsible for the implementation of the CIMC Elders Program, including but not limited to outreach, information and referral services, follow-up and nutrition services to include both congregate and home delivered meals. Shall insure that all activities are in compliance with all applicable rules and regulations. Shall insure that all activities are operating at an acceptable level with respect to program goals and objectives. Shall insure that time frames are met. Shall prepare program plan, budget, and program reports.

REQUIREMENTS: At least three (3) years of program management experience in federally funded programs demonstrating the knowledge and abilities, and a Bachelor's degree with major work in Gerontology or related field; a valid California driver license, good driving record, own transportation and adequate insurance.

KNOWLEDGE OF: Purpose, goals, operating requirements, rules and regulations of the Older Americans Act, Title VI; program services available; and Microsoft Office programs.

ABILITY TO: Plan, develop and review program planning; supervise and direct personnel and volunteers; analyze and interpret program rules and regulations; analyze, assess and measure effectiveness of Elders Program activities and develop changes when necessary; prepare, analyze and monitor budget and expenditures; present information effectively to management, staff, clients and the general public; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet and database programs; and travel on a regular basis.

OTHER QUALIFICATIONS: Strong communication, management, leadership and supervisory skills. Demonstrated ability to resolve programmatic and administrative issues

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

An original CIMC Application must be completed and received at any CIMC Office for consideration, until this position is filled. Reasonable efforts will be made to accommodate persons with disabilities. Please notify the contact person at the telephone number listed above in advance of any special needs.

Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

Successful completion of a criminal history background check will be required of the candidate selected for this position.

CIMC is an Equal Opportunity Employer/Program
Auxiliary Aids & Services are Available Upon Request to Individuals With Disabilities



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JOB ANNOUNCEMENT

POSITION: Elders Program Specialist (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING PAY: \$23.75 - \$24.95 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Elders Program Specialist shall assist the Elders Program Coordinator with program implementation and operation. Shall assist with monitoring CIMC Elders Program activities, supervision of office, program outreach, information and referral services and nutrition services. Assist with insuring activities are operating at an acceptable level with respect to program goals and objectives.

REQUIREMENTS: At least three (3) years related program experience in federally funded programs demonstrating the knowledge and abilities, and an Associates degree with major work in Business or related field.

KNOWLEDGE OF: Operating requirements, rules and regulations of the CIMC Elders Program; program services available; basic computer operations including web-based conferencing methods; Microsoft Office programs.

ABILITY TO: Analyze and interpret program rules, regulations, and operating procedures; analyze data, maintain and organize information and records and prepare reports; present information effectively; communicate effectively both orally and in writing; facilitate workshops and training; operate standard office equipment including computer equipment and office software programs including word processing, spreadsheet and database programs; travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Strong interpersonal, analytical, and organizational skills and attention to detail. A valid California driver license, own transportation, good driving record, and adequate insurance.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

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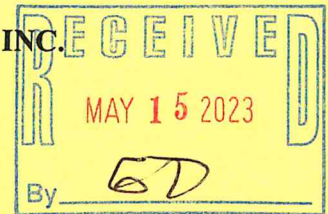
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JOB ANNOUNCEMENT

POSITION: Elders Program Secretary (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, California 95834

STARTING PAY: \$17.66 - \$18.56 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Elders Secretary shall be responsible for providing secretarial and clerical support for the Elders Program. Responsible for preparing documents utilizing word processing techniques. Responsible for performing clerical work necessary to maintain an efficiently run office. Shall assist with receptionist duties as needed.

REQUIREMENTS: Two (2) years related clerical work experience demonstrating the knowledge and abilities; or one (1) year of related work experience and one (1) year post secondary education or training in the clerical field.

KNOWLEDGE OF: Knowledge of modern office methods, procedures and practices, knowledge of business English, usage in spelling, grammar, punctuation and vocabulary; knowledge of internet conferencing programs and protocols; knowledge of Microsoft Office programs.

ABILITY TO: Ability to organize and maintain files and records including electronic records; ability to compose routine business correspondence; ability to interpret technical procedures manuals; ability to effectively present information and respond to questions from staff, clients, and the general public; ability to operate standard office equipment including computer equipment and standard office software programs including, word processing, spreadsheet, presentation and database programs; ability to operate multi-line telephone equipment.

OTHER QUALIFICATIONS: Strong organizational skills, attention to detail, and strong written and oral communication skills.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

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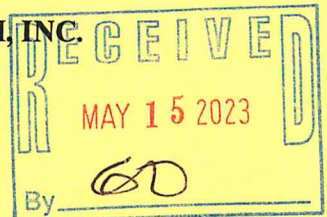
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In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.



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JOB ANNOUNCEMENT

POSITION: Administrative Assistant (Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING PAY: \$22.60 - \$23.75 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Administrative Assistant shall be responsible for providing administrative and clerical support to the Elders Program Coordinator and CIMC Executive Director. Shall perform administrative duties assisting the Elders Program Coordinator with program implementation and operation. Shall be responsible for providing administrative support implementation and operation. Shall be responsible for providing administrative support for training sessions, workshops and meetings, including coordinating logistics and materials, making travel arrangements, and providing on-site support. Shall perform duties consisting of data entry, word processing, filing, recordkeeping, mailing and copying.

REQUIREMENTS: Three (3) years administrative or advanced secretarial work experience demonstrative the knowledge and abilities; or two (2) years administrative or advanced secretarial work experience demonstrating the knowledge and abilities with one (1) year post secondary education or training in the secretarial or business field. A valid California driver license, good driving record and adequate insurance.

KNOWLEDGE OF: Office administration, procedures and practices; Business English, usage in spelling, grammar, punctuation and vocabulary; advance word processing, spreadsheet, and presentation software techniques; Microsoft Office programs.

ABILITY TO: Coordinate meetings and training sessions; organize and maintain complex files and records, including electronic records; write routine business correspondence; present information effectively and respond to questions from staff, elder site personnel and general public; communicate effectively both verbally and in writing; work with the public and provide quality customer service; apply common sense understanding to carry out complex instructions, operate standard office equipment including computer equipment and standard office software programs including word processing, spreadsheet, desktop publishing, and database programs; be flexible, work independently and under pressure of time constraints; ability to travel on a regular basis.

OTHER QUALIFICATIONS: Strong analytical, problem solving, basic math and time management skills. Good decision making ability and attention to detail.

GENERAL INFORMATION: CIMC Applications are available at http://www.cimcinc.org/cimc_jobs.htm

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

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Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

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JOB ANNOUNCEMENT

POSITION: Workforce Development Coordinator II (Open) **CLOSING DATE:** Open Until Filled
WORKSITE: CIMC Redding Field Office
2540 Hartnell Avenue – Suite 1
Redding, California 96002 **STARTING PAY:** \$904.00 to \$950.00 weekly
DOE
CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Workforce Development Coordinator II shall be responsible for providing direct integrated program services to program clients including intake, eligibility determination, assessment, counseling, appropriate program placement, monitoring, labor market information, work readiness, and job development. Shall be responsible for the orientation of clients, supervisors, and worksites. Shall identify and develop worksites, complete and/or negotiate agreements and/or contracts to provide effective training opportunities for program clients. Document all services including case management and the development of individual service plans utilizing CIMC's Centralized Records Management System. Responsible for meeting annual service area enrollment schedule and performance measures.

REQUIREMENTS: Two (2) years employment development work experience preferably with an Employment and Training Program demonstrating the knowledge and abilities; or an A.A. degree with major work in Human Services or related field. Qualified work experience may be substituted for the educational requirements on a year for year basis. A valid California driver license, good driving record, own transportation and adequate insurance.

KNOWLEDGE OF: Federal employment and training programs; eligibility requirements, allowable activities, and program services available; case management and counseling techniques on a one-to-one or group basis; interviewing methods and techniques; Microsoft Office programs; basic techniques of electronic recordkeeping.

ABILITY TO: Analyze and interpret federal regulations, program policies, and procedures; obtain information from clients concerning employment related abilities and needs; use sound and accurate judgement and problem sensitivity in assessment of client needs; relate and establish a working rapport with the Native American community, public agencies and private employers; effectively develop training opportunities; present information effectively to management, clients, business community, and the public; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet, database programs and paperless client records management system; ability to travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Interpersonal, analytical, and organizational skills and attention to detail.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

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Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

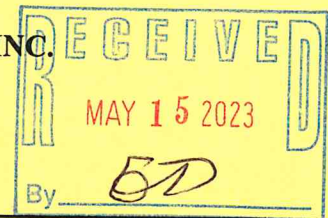
In accordance with the Immigration Reform and Control Act of 1986, the individual selected will be required to provide employment eligibility verification to prove eligibility to work in the United States prior to employment.

Successful completion of a criminal history background check will be required of the candidate selected for this position.



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www.cimcinc.org



JOB ANNOUNCEMENT

POSITION: Workforce Development Coordinator III
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Ukiah Field Office
2550 North State Street, Ste 3
Ukiah, CA 95482

STARTING PAY: \$998.00 – \$1,048.40 weekly
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Workforce Development Coordinator III shall be responsible for supervising the field office personnel and shall oversee and monitor the integrated service delivery process throughout the CIMC Ukiah Field Office. Shall provide direct integrated program services to program clients including intake, eligibility determination, assessment, counseling, appropriate program placement, monitoring, labor market information, work readiness, and job development. Shall be responsible for the orientation of clients, supervisors, and worksites. Shall identify and develop worksites, complete and/or negotiate agreements and/or contracts to provide effective training opportunities for program clients. Shall be responsible for case management and the development of individual service plans. Shall document all services utilizing CIMC's Centralized Records Management System. Responsible for meeting annual service area enrollment and performance measures.

REQUIREMENTS: Two (2) years employment development work experience preferably with an Employment and Training Program demonstrating the knowledge and abilities; an A.A. degree with major work in Human Services or related field; a valid California driver license, own transportation, good driving record, and adequate insurance.

KNOWLEDGE OF: Federal employment and training programs; eligibility requirements, allowable activities, and program services available; case management and counseling techniques on a one-to-one or group basis; interviewing methods and techniques; Microsoft Office programs; basic techniques of electronic recordkeeping.

ABILITY TO: Analyze and interpret federal regulations, program policies, and procedures; supervise and direct employees; obtain information from clients concerning employment related abilities and needs; use sound and accurate judgement and problem sensitivity in assessment of client needs; relate and establish a working rapport with the Native American community, tribal representatives, public agencies and private employers; effectively develop training opportunities; present information effectively to management, clients, business community, and the public; organize and maintain records, including electronic records and prepare reports; operate standard office equipment including computer equipment and office software programs including, word processing, spreadsheet, database programs and paperless client records management system; and travel on a regular basis.

OTHER QUALIFICATIONS: Strong verbal and written communication skills. Interpersonal, analytical, organizational, and leadership skills and attention to detail.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
738 North Market Boulevard
Sacramento, California 95834

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Qualified Indians will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (24 U.S.C.450, et seq.) and other relevant laws.

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JOB ANNOUNCEMENT

POSITION: Labor Force Statistician
(Open)
WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

CLOSING DATE: Open Until Filled
STARTING PAY: \$24.95 – \$26.21 per hour
DOE
CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Labor Force Statistician shall gather, analyze, and synthesize labor force and census data from a sample set of four (4) to five (5) California tribes. Shall consult with tribal government in the collection of data through labor market and census survey tailored for each tribe. Provide technical assistance to insure accuracy of data collection. Oversee completion of comprehensive California Labor Force Report.

REQUIREMENTS: Two years related work experience demonstrating the knowledge and abilities, or a Bachelor's degree in Economics, Business, or related field; a valid California driver license, own transportation, good driving record, and adequate insurance.

KNOWLEDGE OF: Knowledge of data collection methods, procedures and practices; knowledge of application of statistics; knowledge of California tribal economics; knowledge of Microsoft Office programs.

ABILITY TO: Ability to establish a working rapport with tribal governments; ability to analyze data and draw conclusions; ability to organize and maintain complex records including electronic records; ability to present complex information effectively both orally and in writing; ability to operate standard office equipment including computer equipment and complex office software programs including, word processing, spreadsheet, and database programs; ability to travel on a regular basis.

OTHER QUALIFICATIONS: Strong mathematical, critical thinking and complex problem solving skills. Advanced oral and written communication skills.

GENERAL INFORMATION: CIMC Applications are available at www.cimcinc.org

Submit applications to: M. Ligaya Hattari, Human Resource Manager
California Indian Manpower Consortium, Inc.
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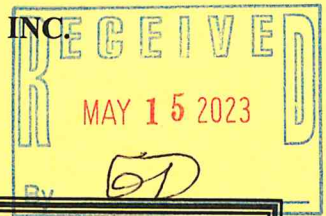
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JOB ANNOUNCEMENT

POSITION: Administrative Support Assistant
(Open)

CLOSING DATE: Open Until Filled

WORKSITE: CIMC Central Office
738 North Market Boulevard
Sacramento, CA 95834

STARTING PAY: \$19.49 - \$20.48 per hour
DOE

CONTACT PERSON: M. Ligaya Hattari
Human Resource Manager

RESPONSIBILITIES: The Administrative Support Assistant shall be responsible for providing administrative support to the Executive Assistant and Human Resource Department. Shall perform duties consisting of conference support, data entry, word processing, recordkeeping, mailing, copying and filing. Shall be responsible for providing administrative clerical support for conferences, workshops, training and meetings, including coordinating mailings of promotional/outreach materials, making travel arrangements, and providing on-site support. Provide central office clerical coverage as directed.

REQUIREMENTS: Two (2) years administrative level work experience preferably providing departmental administrative or technical support demonstrating the knowledge and abilities; or one (1) year related work experience demonstrating the knowledge and abilities and one (1) year post-secondary education or training in a related field; and a valid California driver license, own transportation, good driving record, and adequate insurance.

KNOWLEDGE OF: Accepted office procedures and practices; software applications, such as word processing, spreadsheets, and database management; conference planning protocols and techniques; travel planning; data entry methods and techniques; Microsoft Office programs.

ABILITY TO: Organize complex files and records, including electronic records; analyze data and prepare reports; communicate effectively; interpret technical manuals; work with confidential records; meet deadlines; operate standard office equipment including computer equipment and standard office software programs including, word processing, spreadsheet and database programs; move large pieces of equipment and lift up to 50 pounds; lift, carry, push and/or pull equipment; travel as needed.

OTHER QUALIFICATIONS: Proficient in keyboarding with excellent spelling, punctuation, grammar, and communication skills. Possess good interpersonal skills, discretion, judgement, organizational ability, initiative and the ability to work as a team and independently.

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