



An Enterprise of the Iowa Tribe of Oklahoma

Vacancy Announcement

Position: Training & Development Manager

Department: Training

Location: Perkins, OK

Issuing Date: April 18, 2008

Closing Date: April 28, 2008

Mailing Address:

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Equal Employment Opportunity Statement

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

SUMMARY:

Works to support the joint mission of the Iowa Tribe of Oklahoma and Lakes Entertainment, Inc. to provide training and career opportunities within the casino to employees with particular emphasis on citizens of Native American tribes.

REPORTS TO: General Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Attracts qualified applicants from within the Native American community for the Casino.
- Works to retain Native American employees by remaining sensitive to personal and work-related issues that may arise, and proactively seeks solutions to keeping such employees in the mainstream of the workforce.
- Counsels Native American citizens who wish to enter (or re-enter) the workforce and are seeking employment at Cimarron Casino.
- Maintains, improves, and refines, the Native American Development Program.

- Oversees the Native American Development Program’s mentoring process for Native American employees who express interest in, and are qualified to, progress through the organization.
- Assesses and evaluates mentor/mentee relationships.
- Counsels employees, in particular Native Americans, who seek to:
 - enhance their current skills (allowing them to improve their job performance),
 - expand their knowledge (allowing them to learn another job within their current department), or
 - enlarge their skill set (allowing them to learn a job in a different department).
- Administers and interprets skills/interests/behavioral assessment tools.
- Maintains a working knowledge of casino job requirements.
- Conducts on site training for all employees including New Employee Orientation.
- Maintains a working knowledge of accredited educational and training opportunities.
- Serves as non-voting member of the Development Committee.
- Maintains the highest level of confidentiality.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Promotes the following within the department and among all employees:

- Creates an atmosphere of fun for all casino guests.
- Encourages mutual respect, dignity and integrity with all employees, by setting positive examples at all times.
- Instills an atmosphere that encourages employees to share ideas, discuss concerns and resolve conflicts.
- Retains employees through involvement in employee training and development.
- Explains why we do things, in advance of doing them.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

College degree or 4 - 6 years career counseling and training experience preferred. Experience in Human Resources, adult learning, and organizational behavior is a plus.

SPECIAL QUALIFICATIONS:

Must be a member of a federally recognized Native American Tribe. Must be organized, possess excellent written and oral communication skills, and have the ability to build rapport with individuals at all levels within and outside the organization (including Tribal members, Tribal officials, Casino management, and employees). Must be computer-literate, with proficiency in Microsoft Word and Excel.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret documents, such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports, correspondence, speeches, and articles for publication. Ability to respond to inquiries and complaints. Ability to effectively communicate in one-on-one, small group, and large group settings. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is also regularly required to stand, walk, sit, and use hands to finger, handle, or feel objects, tools or controls. The employee is occasionally required to reach with hands and arms, and to sit, climb or balance, and stoop, kneel, crouch or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

CONDITIONS OF EMPLOYMENT:

The Iowa Tribe of Oklahoma operates a drug-free workplace. The selected applicant must submit to and pass applicable drug test. Additionally, selected individual must be bondable and able to pass background check in order to obtain gaming license.

