



SWINOMISH INDIAN TRIBAL COMMUNITY

11404 Moorage Way
La Conner, Washington, 98257-0817
Phone (360) 466.3163 | Fax (360) 466.5309

JOB DESCRIPTION

COMPLIANCE OFFICER – TERO DEPARTMENT

SALARY: \$44,249-\$57,519

CLOSES: WHEN FILLED

GENERAL FUNCTION:

Under the direction of the TERO Director, the TERO Compliance Officer is responsible for the implementation of the Tribal Employment Rights Ordinance (TERO). Will work closely with contractors, other tribal departments and non-tribal organizations to meet the monitoring and enforcement mandates of TERO regarding fees and preference. Also will coordinate training programs to enhance skills of tribal members and small business development.

RERESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Monitor hiring of personnel to ensure compliance with TERO.
- Maintain a job skills bank with up to date individual/client files, ready for immediate referral and employment through a tribal hiring hall. Also develop and implement application procedures.
- Facilitate soft skill for all eligible individuals, including but not limited to career counseling and developing individual resumes for clients.
- Work with partners to offer and workforce development and vocational skills development to all eligible individuals under TERO. Monitors training for effectiveness.
- Motivate and encourage community involvement in TERO
- Work as a liaison between employees, federal agencies, unions, contractors, and SITC departments to ensure compliance TERO and collection of applicable TERO fees.
- Travel to job sites to perform contract compliance review.
- Attend TERO hearings and assist with investigations as assigned.
- Provide assistance to individuals regarding filing of complaints.
- Write correspondence, budgets, proposals, brochures, reports and other items as may be required.
- Write proposals and grants to provide training opportunities to employees, tribal members and community.
- Travel to attend meetings and/or training workshops as needed.

OTHER DUTIES:

Because of the Tribe's commitment to community service and the well-being of its members, each employee may be expected to perform a wide range of office and field duties from time to time. Such duties may or may not be related to their regular responsibilities.

SKILLS, KNOWLEDGE AND ABILITIES:

- Thorough knowledge of Swinomish Indian Tribal Community practices
- Ability to work well with all Swinomish Tribal Members
- Ability to maintain strict confidentiality of sensitive information.
- Previous experience in customer service and investigations/report writing
- Knowledge of tribal government and/or tribal operations, as well as tribal culture and tribal sovereignty;
- Knowledge of public and private employee training programs and trends.

MINIMUM REQUIREMENTS:

- AA/AAS degree in related field required or education and experience combination minimum 5 years may be considered;
- WA state driver's license and must be insurable under Tribal Plan;
- Budget experience;
- Must have experience in report writing and contract compliance responsibilities.
- Ability to network with outside agencies;
- Computer skills and experience with Word, Excel and Outlook;
- Good communication and speaking skills;
- Ability to maintain information confidential where appropriate; and,
- Must be able to pass a background check.

APPLICATION INSTRUCTIONS

- Request an Application Packet by calling (360) 466-1216, (360) 466-7353 or e-mail to aiedwards@swinomish.nsn.us or sbailey@swinomish.nsn.us. It is also available for download at <http://www.swinomish-nsn.gov/resources/human-resources.aspx>.
- Include a cover letter identifying why you feel you are qualified for this position.
- Complete the Swinomish Tribal Community application form; do not write, "see resume on the application".
- Return the application, along with the cover letter and resume to Alethia Edwards, Human Resource Director.

Swinomish Tribal Community
Human Resource Office
11373 Moorage Way

La Conner, WA. 98257

Consistent with practices on federally recognized Indian Tribes, Native American hiring preference may apply. The policies of the Swinomish Tribal Community apply to all employees. All offers of employment are contingent on the successful completion of a drug and alcohol screening. This position involves regular contact with or supervision over Indian children and a successful applicant must meet minimum standards of character based on a background check.