

JOB ANNOUNCEMENT

Tribal Vocational Rehabilitation (TVR) Institute Faculty

OPENING DATE:	May 16, 2017
REVIEW DATE:	extended to July 21, 2017
CLOSING DATE:	Open until filled
START DATE:	Summer or fall quarter 2017
LOCATION:	NWIC Main Campus
SUPERVISOR:	TVR Institute Director
SALARY:	\$42.00 per credit hour, \$1,386 per quarter

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

The Tribal Vocational Rehabilitation (TVR) Institute at NWIC offers training in tribal vocational rehabilitation (VR) to current and potential personnel in American Indian Vocational Rehabilitation Services (AIVRS) projects across the U.S. TVR Institute faculty are responsible for presenting the TVR Institute curriculum primarily through online teaching modalities. Portions of some courses may be presented face-to-face in regions across the country and will require Institute-paid out-of-town travel.

The Institute provides TVR training using inclusive, creative and innovative methods that promote student engagement and interaction, mainly through online classes. The ideal candidate will:

1. Possess at least five years' of experience working in vocational rehabilitation, preferably in tribal VR;
2. Have an ability to facilitate instruction and class activities in a culturally-relevant manner that is accessible to students with a variety of learning styles;
3. Be able to demonstrate cultural sensitivity;
4. Have experience working with American Indian communities or other diverse populations; and
5. Demonstrate an ability to engage with warmth, respect, encouragement, and patience with all students, especially those who have been out of school for many years, those who have not had positive experiences with school in the past, and those who may not be comfortable with computers and online technology.

Essential Duties and Responsibilities

1. Facilitate student learning, provide effective instruction, initiate class discussions, presentations, projects and other class activities;
2. Assess student knowledge and skills at the beginning and end of each class, using each course's syllabus as a guide;

3. Facilitate the posting and dissemination of course materials, including required readings, scenarios, and practice exercises;
4. Collaborate with Institute administration, staff and other faculty in modifying and updating Institute curriculum, standards and supporting materials;
5. Establish regular times, or “office hours,” for students to contact via email, phone or personal conferences with course-related questions or issues;
6. Participate in identifying and providing accommodations to students when necessary;
7. Assign grades and maintain course and student records in accordance with FERPA regulations and submit grades and records by established deadlines;
8. Attend all classes and other scheduled responsibilities such as office hours and meetings at the designated times;
9. Participate in the NWIC faculty evaluation process;
10. Provide feedback on curriculum to Institute administration and Training Specialist;
11. Remain current with tribal vocational rehabilitation trends and practices as well as with technological and pedagogical advances that promote student learning; and
12. Contribute to Institute data collection and evaluation activities.

Required Qualifications

- Master’s degree in Rehabilitation Counseling, Education, Human Services or a related field
- Five (5) + years of work experience in vocational rehabilitation casework;
- Ability to articulate the complex issues and considerations of tribal vocational rehabilitation;
- Evidence of effective teaching or training in a classroom or small group setting;
- Ability and willingness to teach a variety of classes (please refer to class descriptions at www.nwic.edu/tvr-institute-courses);
- Ability to communicate effectively both verbally and in writing;
- Experience using online teaching modalities and similar technologies;
- Ability to travel to training sites both in and out of state; and
- Strong interpersonal and organizational skills.

Preferred Qualifications:

- Five (5) + years’ of work experience in an American Indian Vocational Rehabilitation Support (AIVRS) program
- Three (3) + years’ of work experiencing managing an American Indian Vocational Rehabilitation Services (AIVRS) program

Other Skills and Abilities:

- Experience working in Native communities;
- Experience working with individuals with disabilities;
- Ability to maintain confidentiality;
- Ability to maintain professional work relationships; and
- Ability to interact with people of various social, cultural and educational backgrounds.

Supervisory Responsibilities

None

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing and email software, as well as online learning management systems.

Other Qualifications:

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu