# UNITED TRIBES

## OF KANSAS AND SOUTHEAST NEBRASKA, INC.

3301 Thrasher Road, White Cloud, KS 66094-4028
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United Tribes of Kansas and Southeast Nebraska has a new job opportunity in the WIOA Department. The job description is attached. Please share it with anyone you think may be interested.

Please contact Angie at utwia1@carsoncomm.com with any questions.

**THE UNITED TRIBES OF KANSAS AND SOUTHEAST NEBRASKA, INC.**
3301 Thrasher Road, White Cloud, Kansas 66094

# VACANCY ANNOUNCEMENT / JOB ORDER
## Assistant WIOA Director
WIOA Section 166 Native American Employment and Training Program

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| **Position Title:** | Assistant WIOA Director |
| **Program:** | WIOA Section 166 Indian and Native American Program (Adult and Youth) |
| **Reports To:** | WIOA Program Director |
| **Location:** | White Cloud, Kansas, with regular travel throughout UTKSN's four-state service area of Kansas, Missouri, Nebraska, and Iowa |
| **Employment Status:** | Full-time, regular; 40 hours per week |
| **FLSA Classification:** | Exempt |
| **Salary Range:** | Negotiable |
| **Funding Source:** | U.S. Department of Labor, WIOA Section 166 grant; |
| **Opening Date:** | 10/27/2026 |
| **Closing Date:** | 11/27/2026 or until filled |

### About UTKSN

The United Tribes of Kansas and Southeast Nebraska, Inc. (UTKSN) is a Native American 501(c)(3) nonprofit organization serving American Indian, Alaska Native, and Native Hawaiian people across Kansas, Missouri, Nebraska, and Iowa. Through its Workforce Innovation and Opportunity Act (WIOA) Section 166 program, funded by the U.S. Department of Labor's Division of Indian and Native American Programs (DINAP), UTKSN helps eligible adults and youth gain the education, training, and support they need to obtain and keep good jobs and achieve long-term economic self-sufficiency.

UTKSN's service area has expanded to four states: Kansas, Missouri, Nebraska, and Iowa. To serve more participants across this larger area and to strengthen program management, UTKSN is creating the new position of Assistant WIOA Director.

### Position Summary

The Assistant WIOA Director reports to the WIOA Program Director and manages day-to-day program operations, supervises front-line program staff, and leads the program's compliance, quality assurance, performance reporting, and employer engagement functions. The Assistant Director acts for the WIOA Program Director in the Director's absence, within the limits set by the Board of Directors and UTKSN's Policies and Procedures Manual. The position also provides direct services to participants as workload requires.

The Assistant Director helps ensure that all program operations comply with WIOA, 20 CFR Parts 683 and 684, applicable Training and Employment Guidance Letters (TEGLs), 2 CFR Part 200 (Uniform Guidance) and 2 CFR Part 2900, the grant terms and conditions, and UTKSN's Policies and Procedures Manual.

**Essential Duties and Responsibilities**

***Program Operations and Management***

- Manage the day-to-day operations of the WIOA Section 166 Adult (Comprehensive Services) and Supplemental Youth Services programs throughout the service area.
- Help the WIOA Program Director plan program activities, set annual goals for enrollment and outcomes, and carry out UTKSN's Four-Year Strategic Plan.
- Develop and maintain written procedures, forms, and checklists that put program policies into practice, and recommend updates to the Policies and Procedures Manual when federal requirements change.
- Act for the WIOA Program Director during absences, including representing UTKSN with DINAP, partners, and the public. Approvals the Board has reserved to the Director or the Board stay with them.

***Staff Supervision and Training***

- Supervise assigned case managers and other program staff, including assigning work, reviewing caseloads, and monitoring quality and timeliness.
- Participate in the annual written performance evaluations of assigned staff, following Board-approved personnel policies.
- Train staff on eligibility, case management, the Individual Service Strategy (ISS), supportive services, participant records, and protection of personally identifiable information (PII).
- Review and approve staff timesheets and leave requests for assigned staff, consistent with UTKSN's time and attendance procedures.

***Compliance, Quality Assurance, and Monitoring***

- Conduct regular internal reviews of participant files to confirm eligibility documentation, signed Individual Service Strategy (ISS) plans, documented need for supportive services, training authorizations, case notes, and follow-up.
- Make sure supportive services, training costs, and participant incentives are authorized in advance, supported by a documented need, tied to the participant's ISS, and within the approved limits.
- Help prepare for federal monitoring reviews and audits, and track corrective action plans until they are completed.
- Ensure priority of service for veterans and eligible spouses, equal opportunity and nondiscrimination requirements, the participant grievance procedure, and safeguarding of participant records and PII.

*Performance Reporting and Data Management*

- Ensure that case managers enter WIOA participants into the U.S. Department of Labor's participant tracking system, the Grants Performance Management System (GPMS), in a timely manner, and that participant information in GPMS is complete and accurate. Use GPMS data to prepare required performance reports for DINAP.
- Monitor results on the WIOA primary indicators of performance: employment in the 2nd and 4th quarters after exit, median earnings, credential attainment, and measurable skill gains. Recommend action when results fall short of goals.
- Prepare monthly program reports for the WIOA Program Director and quarterly reports for the Board of Directors on enrollments, services, expenditures by participant, and outcomes.

*Employer Engagement and Work-Based Learning*

- Develop partnerships with tribal programs, employers, apprenticeship sponsors, tribal and community colleges, and local workforce development boards and American Job Centers in Kansas, Missouri, Nebraska, and Iowa.
- Develop and monitor Work Experience, On-the-Job Training, internship, job shadowing, and Registered Apprenticeship opportunities for participants, including written worksite and OJT agreements.
- Lead outreach and recruitment to reach eligible Native American adults and youth throughout the service area.

*Fiscal Support*

- Help the WIOA Program Director develop the annual program budget and the SF-424A Budget Narrative.
- Review participant-related payment requests for complete documentation before they go to the WIOA Program Director and contracted CPA for approval and processing.
- Track participant service costs against per-participant limits and the program budget, and help apply UTKSN's Cost Allocation Plan and the administrative cost limit.

*Direct Participant Services*

- As workload requires, conduct intake, eligibility determinations, assessments, career counseling, ISS development, case management, and follow-up services for adult and youth participants.

*Other Duties*

- Perform other related duties as assigned by the WIOA Program Director.

**Minimum Qualifications**

- Bachelor's degree in public administration, business administration, social work, education, human services, or a related field; **and**

- Three (3) years of professional experience in workforce development, employment and training, case management, education, or administration of a federally funded program, including at least one (1) year supervising staff or leading a program.
- Additional qualifying experience may substitute for the degree year for year (for example, an associate's degree plus five years of qualifying experience, or seven years of qualifying experience).
- Valid driver's license, insurable driving record, and reliable transportation for regular travel throughout the service area; some overnight travel required.
- Ability to pass a background check.

**Preferred Qualifications**

- Experience with WIOA Title I or WIOA Section 166 programs, or with other DOL-funded employment and training programs.
- Experience with federal grant compliance under 2 CFR Part 200, including allowable costs, documentation, and monitoring.
- Experience developing employer partnerships, On-the-Job Training, Work Experience, or apprenticeship programs.
- Knowledge of, and experience working with, tribal communities and Native American culture in Kansas, Missouri, Nebraska, or Iowa.

**Knowledge, Skills, and Abilities**

- Knowledge of WIOA and its regulations, or the ability to learn them quickly, along with federal grant requirements, case management practice, and labor market information.
- Ability to interpret federal regulations and guidance and apply them consistently to program operations.
- Skill in supervising, training, and motivating staff, and in setting priorities and meeting deadlines.
- Ability to review records carefully, identify problems, and develop corrective action.
- Strong written and oral communication skills, including writing reports and presenting to a Board of Directors.
- Ability to build working relationships with participants, tribal leaders, employers, educators, and government agencies.
- Proficiency with Microsoft Word, Excel, Outlook, and case management or participant data systems.
- Ability to protect confidential information and to act with integrity, sound judgment, and cultural sensitivity.

**Working Conditions**

Work is performed mostly in an office setting, with regular travel to meet participants, employers, schools, and partners throughout the service area. Some evening and weekend work may be needed for outreach events. The position requires sitting for long periods, use of a computer, and occasionally lifting materials of up to 25 pounds.

**Indian Preference and Equal Employment Opportunity**

Under UTKSN's Indian preference policy and the purposes of WIOA Section 166, preference in hiring will be given to qualified American Indian, Alaska Native, and Native Hawaiian applicants. Applicants claiming Indian preference must submit proof of enrollment or descent with their application. Indian preference does not require the selection of an applicant who does not meet the minimum qualifications.

Apart from Indian preference, UTKSN is an equal opportunity employer. UTKSN does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, or citizenship status. UTKSN is a drug-free workplace. Auxiliary aids and services are available upon request to individuals with disabilities.

**How to Apply**

Submit the following by the closing date:

- Cover letter describing your interest and qualifications;
- Resume showing education, employment history, and supervisory experience;
- Copies of college transcripts or diplomas;
- Three professional references with contact information; and
- Proof of tribal enrollment or descent (if claiming Indian preference).

Send application materials to: Angie Hunzeker, WIOA Director, 3301 Thrasher Road, White Cloud, KS 66094 or email to: utwia1@carsoncomm.com

Questions about the position may be directed to the UTKSN office at: utwia1@carsoncomm.com.

Hiring is subject to approval by the UTKSN Board of Directors.