Navajo Nation Environmental Workforce Development Program (2013 - 2016)

The Institute for Tribal Environmental Professionals (ITEP) at Northern Arizona University in Flagstaff, Arizona has received a grant from the U.S. Environmental Protection Agency (US EPA) to train Navajo Nation tribal members for environmental cleanup jobs and provide job placement assistance. Specifically, the job training program is targeting unemployed or underemployed Navajo tribal residents, particularly those living in communities impacted by uranium mining and cleanup activities. ITEP will work with the Navajo Nation EPA and Navajo Nation Department of Workforce Development to recruit 20 tribal members for each training cycle during years one and two, leading to the education and certification of up to 40 graduates over the first two years of the program. During the last year of the program, ITEP will track each participant's job search efforts and provide additional assistance, if needed.

Training Schedule:

Year One	Year Two
• Recruit, interview and select 20 participants (Fall 2013/March 2014)	• Recruit, interview and select 20 participants (Fall 2014/January 2015)
• Provide 5 training courses for participants (April-May 2014)	• Provide 5 training courses for participants (April-May 2015)
• Conduct job support activities and placement (Summer/Fall 2014)	• Conduct job support activities and placement (Summer/Fall 2015)
• Training Location: Window Rock, AZ	• Training Location: Window Rock, AZ

Training Courses:

- Orientation to Environmental Cleanup (16 hrs)
- Hazardous Materials and Safe Handling (16 hrs)
- 40-Hr HAZWOPER (Hazardous Waste Operations and Emergency Response)
- Radiological Technician (40 hrs)
- OSHA 30-Hr Construction Safety
- Job readiness and placement (Non US EPA Funded)

Eligibility Requirements:

- Must have a Navajo Census Number or CIB
- Be 18 years of age or older
- Be unemployed or underemployed (work less than 20 hours per week)
- Have a HS diploma or GED by Dec. 31, 2013

Program Benefits:

- FREE (no cost) to participants
- Job preparation for environmental remediation and solid waste technicians, contaminated site workers, hazmat workers, and many others
- Participant mileage reimbursement at Arizona state rate of $0.445 per mile
- Life skills and career pathways development

PROGRAM APPLICATION

Available at:
www4.nau.edu/itep/nnwf

Pick up at:
ITEP Office
NAU Campus
Peterson Hall
Bldg. 22
Flagstaff, AZ

Navajo Nation
EPA Office
Window Rock, AZ

Navajo Nation
Dep't of
Workforce
Development
Window Rock, AZ

Deadline to submit application:
February 14, 2014

For more information or to request an application, contact: Roberta Tohannie, ITEP
Phone: 928-523-2082 Email: Roberta.Tohannie@nau.edu Fax: 928-523-1266
Website: www4.nau.edu/itep/nnwf/

Navajo Nation Department of Workforce Development

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Flagstaff, AZ

Navajo Nation EPA Office
Window Rock, AZ

Navajo Nation Dep't of Workforce Development
Window Rock, AZ

Deadline to submit application:
February 14, 2014

Navajo Nation Environmental Workforce Development Program

2014 Program Information and Application

The Institute for Tribal Environmental Professionals (ITEP) at Northern Arizona University in Flagstaff, Arizona has received a grant from the U.S. Environmental Protection Agency (US EPA) to train Navajo Nation tribal members for environmental cleanup jobs and provide job placement assistance. Specifically, the job training program is targeting unemployed or underemployed Navajo tribal residents, particularly those living in communities impacted by uranium mining and cleanup activities. ITEP will work with the Navajo Nation EPA and Navajo Nation Department of Workforce Development to recruit 20 tribal members for this job training and placement program.

Training Schedule:	
April 21-May 2, 2014 Window Rock, Arizona	May 12-23, 2014 Window Rock, Arizona

Training Courses:

- Orientation to Environmental Cleanup (16 hrs)
- Hazardous Materials Safe Handling (16 hrs)
- 40-Hr HAZWOPER (Hazardous Waste Operations and Emergency Response)
- Radiological Technician (40 hrs)
- OSHA 30-Hr Construction Safety
- Job Readiness and Placement (Non-US EPA Funded)

Eligibility Requirements:

- Must have Navajo Census Number or CIB
- Be 18 years of age or older
- Be unemployed or underemployed (work less than 20 hrs per week)
- Have a HS Diploma or GED by December 31, 2013

For more information or to request an application, contact:

Roberta Tohannie, ITEP
Phone: 928-523-2082
Email: Roberta.Tohannie@nau.edu
Fax: 928-523-1266

Navajo Nation Department of Workforce Development

TECHNICAL COURSE DESCRIPTIONS:

Orientation to Environmental Cleanup – 16 hours
This custom designed orientation will introduce participants to the unique aspects of environmental cleanup activities on tribal lands. Instructors will describe the efforts to clean up contaminated sites, explain the application of federal regulations, and point out potential cultural concerns. Other information included in the course are: Cleanup technologies for hazardous sites; occupational safety expectations; and introduction to computer basics and data entry.

Hazardous Materials Safe Handling – 16 hours
Personnel at many of these sites will be encountering a variety of hazardous materials beyond radioactive wastes, such as asbestos and heavy metals. This course will cover topics including identifying hazardous materials, safe handling and loading procedures, and general safety concerns working in this type of environment.

40-Hour HAZWOPER (Hazardous Waste Operations and Emergency Response)
This training will include classroom presentations, sampling activities, and hands-on experience with various types of personal protective equipment and respirators. A certificate will be awarded to participants who successfully complete the training.

Radiological Technician – 40 hours
The purpose of this course will be to ensure graduates have the necessary knowledge and skills to enter contaminated sites unescorted and to work safely in these areas. Training topics will include radiation characteristics, ALARA (as low as reasonably achievable) principles on dose limits, exposure levels, emergency procedures, and compliance with dosimeters and contamination monitors. Successful graduates will receive certification.

OSHA Construction Safety – 30 hours
This 30 hour course will follow OSHA training guidelines for working on construction sites, and will cover a variety of safety and health hazards a worker may encounter. Participants in this course will receive extensive training on how they can identify, abate, avoid and prevent job related hazards. Training material will include confined space entry, fall prevention, fire protection and prevention, material handling, hand and power tool protocols, excavations, and personal protective equipment. Successful graduates will receive certification.

Recertification:
ITEP will ensure that graduates have access to recertification processes for some courses and understand how they can keep their certifications current.

2014 TRAINING SCHEDULE Location: Window Rock, AZ				
Monday, April 21	**Tuesday, April 22**	**Wednesday, April 23**	**Thursday, April 24**	**Friday, April 25**
Orientation to Environmental Cleanup	Orientation to Environmental Cleanup	Hazardous Materials Safe Handling	Hazardous Materials Safe Handling	TBD
Monday, April 28	**Tuesday, April 29**	**Wednesday, April 30**	**Thursday, May 1**	**Friday, May 2**
40-Hr HAZWOPER	40-Hr HAZWOPER	40-Hr HAZWOPER	40-Hr HAZWOPER	40-Hr HAZWOPER
Monday, May 12	**Tuesday, May 13**	**Wednesday, May 14**	**Thursday, May 15**	**Friday, May 16**
Radiological Technician	Radiological Technician	Radiological Technician	Radiological Technician	Radiological Technician
Monday, May 19	**Tuesday, May 20**	**Wednesday, May 21**	**Thursday, May 22**	**Friday, May 23**
OSHA 30-Hr Construction Safety	OSHA 30-Hr Construction Safety	OSHA 30-Hr Construction Safety	OSHA 30-Hr Construction Safety	TBD

CAREERS TO CONSIDER AFTER JOB TRAINING PROGRAM:

- Environmental Cleanup / Remediation Technician
- Solid Waste Operator or Technician
- Contaminated Site Worker
- Brownfields Technician
- Construction Worker
- Emergency Response Worker
- Hazmat Worker
- Environmental / Radiological Laboratory Technician

JOB READINESS AND PLACEMENT:

- Job search
- Career exploration and preparation
- Life Skills (goal-setting, problem-solving, effective communication and conflict resolution, time and financial management, and much more)
- Higher education resources
- Placement assistance

APPLICATION PROCESS

The application is a confidential document and will be used to determine if you are eligible for the **Navajo Nation Environmental Workforce Development Program**. Information is kept confidential and will only be shared by ITEP staff and partners, the US EPA and its representatives. Please provide as much information as possible and answer each question correctly and honestly. Write clearly and use a pen to thoroughly complete the application. Do not use a pencil or marker.

1. **Personal Information**
   - This section provides program staff and partners an opportunity to know about your personal profile and background.
   - Participants must be 18 years old or older to be eligible for the program.
   - If you are selected for the program, please prepare to provide copies of your Social Security Card, Driver's License, Certificate of Indian Blood, previous training certificates and military discharge papers (if applicable).
   - Contact information should be current and reliable, particularly if we need to contact you for an interview and/or emergency situation.
   - Interviews will begin February 2014**.** Each interview is 30-minutes long and can be conducted via phone or in person. Certain locations on the reservation will be designated for personal interviews.

2. **Educational and Job Training Background**
   - You must have a high school diploma or GED by December 31, 2013. Please let us know immediately if you would like us to place you in contact with job centers or organizations that can assist you with this requirement.
   - Make certain that you provide the names of colleges, technical or vocational schools and training programs you attended or participated in; also, list the dates of attendance and degree or certificates earned at each school or program. You can provide military training information that is relevant to environmental cleanup or health and safety.

3. **Availability to Participate**
   - It is vital that participants attend ALL scheduled sessions to earn certifications and to remain in the program. You must have certifications and sufficient training to make you eligible for job placement and to meet certain job requirements.
   - All training sessions will be held at a designated location in Window Rock, Arizona.
   - Each training session begins at 8:00 am and ends at 5:00 pm, Monday through Friday (in most cases).
   - Participants will be reimbursed for mileage at the Arizona state rate of $0.445 per mile.

4. **Employment Status, Work History and References**
   - Be sure to indicate your employment status: 1) unemployed; 2) underemployed-work less than 20 hours per week; 3) self employed; or 4) employed, full-time or part-time at 20 hours or more per week.
   - Do not provide anyone's name as a reference without their permission. The individual who is giving you a reference needs to know ahead of time that they may be contacted regarding a reference for you.

5. **Health Questions**
   - Much of the environmental work for which you are being trained for requires heavy lifting, working outdoors and being physically fit.
   - During some training exercises participants will wear protective clothing and/or safety gear, which may be stressful to certain individuals. If you have specific medical or physical limitations, please list them on the application.

6. **Criminal Background**
   - Persons with criminal records are eligible for this program, and are encouraged to apply. However, the program staff and your future employer must be made aware of previous criminal convictions, particularly those that are serious offenses (i.e. repeated criminal history, violent and sexual crimes, driving offenses, etc).
   - If selected to participate in the program, you must consent to a background check.

7. **Certification and Acknowledgment**
   - Make certain that the information and statements you have provided in the application are true and factual to the best of your knowledge.
   - Providing false information/statements could lead to the rejection of your application.

When you have completed the application, you can submit it the following ways:

Mail to: Institute for Tribal Environmental Professionals (ITEP)
Navajo Nation Environmental Workforce Development Program
NAU Box 15004 Flagstaff, AZ 86011

Drop off at: ITEP Offices
NAU Campus; Flagstaff, AZ
Peterson Hall, Bldg. 22

Email (EM) to: Roberta Tohannie at EM address: Roberta.Tohannie@nau.edu

Fax to: 928-523-1266

Application Deadline: February 14, 2014

Application for the Navajo Nation Environmental Workforce Development Program

Application Deadline: January 31, 2014

SECTION 1: PERSONAL INFORMATION

First Name: Middle Initial: Last Name:

Address:

City:

State: Zip Code:

Phone Number:

Alt. Phone Number: Best time to call:

Email Address:

Preferred Method of Contact: ☐ Phone ☐ Email ☐ Mail

Interview Preference ☐ In-person ☐ Phone

Emergency contact name and phone number:

Gender: ☐ Male ☐ Female

Date of Birth: / / Country of Birth:

Social Security Number:

Driver's License Number: State:

Are you an enrolled member of the Navajo Nation? ☐ Yes ☐ No

Navajo Tribal/Census Number:

Are you a Military Veteran? ☐ Yes ☐ No

Do you have a job résumé? ☐ Yes ☐ No

Do you have other family members or relatives applying for this program? ☐ Yes ☐ No

How did you hear about this program? ☐ Newspaper ☐ ITEP website ☐ Radio ☐ Community Announcement

☐ Referral from: ☐ Other

SECTION 2: EDUCATIONAL AND JOB TRAINING BACKGROUND

To be considered for the program, you must have a high school diploma or GED by Dec. 31, 2013

High School Diploma: ☐ Yes ☐ No

If no, indicate highest grade completed:

GED: ☐ Yes ☐ No

Date you received your GED:

List any post-secondary/training currently attending or have attended.

Name of School/Training Program:	Location:	Years Attended:	Degree or Certificate Received:	Major:

Other training, certifications or licenses held:

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NAU Box 15004 Flagstaff, AZ 86011
Phone: 928-523-9555 Fax: 928-523-1266
http://www4.nau.edu/itep/

Send application to: Roberta Tohannie, Program Coordinator
ITEP
Office Phone: 928-523-2082
Email: roberta.tohannie@nau.edu

Do you have experience with the following items? If Yes, check (√) your selection(s).

☐ Power Tools	☐ Construction Equipment	☐ Construction Vehicles	☐ Radiation Safety
☐ Materials handling, storage, use	☐ Environmental Sampling	☐ Worker Safety Clothing	☐ Basic Computer Data Entry

List any job-related skills or accomplishments, including military service:

Do you have experience, knowledge and/or understanding of environmental cleanup? If so, please explain your answer.

Please explain why you would be an excellent candidate for the Navajo Nation Environmental Workforce Development Program.

SECTION 3: AVAILABILITY TO PARTICIPATE

Are you available for training during the following dates? **April 21-25, 2014** **April 28-May 2, 2014**	Are you able to travel to Window Rock, Arizona, for all training sessions?
☐ Yes ☐ No ☐ Maybe	☐ Yes ☐ No ☐ Maybe
Are you available for training during the following dates? **May 12-16, 2014** **May 19-23, 2014**	Do you have transportation to travel to and from the training locations?
☐ Yes ☐ No ☐ Maybe	☐ Yes ☐ No

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Send application to: Roberta Tohannie, Program Coordinator
ITEP
Office Phone: 928-523-2082
Email: roberta.tohannie@nau.edu

SECTION 4: EMPLOYMENT STATUS, WORK HISTORY AND REFERENCES

Are you currently employed? ☐ Yes ☐ No	Currently underemployed? (work less than 20 hrs/week) ☐ Yes ☐ No
If Yes, are you ☐ Part-time, 20 hrs or more/wk ☐ Full-Time	Are you self-employed? ☐ Yes ☐ No

Complete your work history below, including volunteer jobs. If you would like to include more work history, please use extra paper.

1. Current or most recent employer:

Address: City: ST: Zip Code:

Your job title and responsibilities:

Dates of employment: (Date started / Date ended) Hourly pay or salary: Hours worked/Wk:

Name of Supervisor: Title: Phone number:

Reason for leaving job:

2. Previous employer:

Address: City: ST: Zip Code:

Your job title and responsibilities:

Dates of employment: (Date started / Date ended) Hourly pay or salary: Hours worked/Wk:

Name of Supervisor: Title: Phone number:

Reason for leaving job:

3. Previous employer:

Address: City: ST: Zip Code:

Your job title and responsibilities:

Dates of employment: (Date started / Date ended) Hourly pay or salary: Hours worked/Wk:

Name of Supervisor: Title: Phone number:

Reason for leaving job:

Provide three (3) employment or professional references who we may contact:

Name, Title & Occupation:	How do you know them, and for how long?	Phone number:

SECTION 5: HEALTH QUESTIONS

This program trains participants who may be required to do manual labor and wear certain Personal Protective Equipment (PPE) such as respirators (facemasks) and chemical suits for their respective jobs. Good physical health is essential for this line of work.

Are you willing and able to wear a facemask?	☐ Yes	☐ No	If No, please explain:
Are you willing and able to wear a heavy hazmat or chemical suit?	☐ Yes	☐ No	If No, please explain:
Are you able to repeatedly and routinely lift 25 lbs?	☐ Yes	☐ No	If No, please explain:

Note: We will accommodate anyone with a disability(s) as long as it does not affect performance of the vital functions of the jobs for which you are being trained for.

Do you have any health problems or disabilities that would prevent or keep you from completing this program?	☐ Yes	☐ No
If Yes, please explain:		

SECTION 6: CRIMINAL BACKGROUND

A background check will be conducted after participants are selected into the program.

Have you been convicted of the following offenses? If Yes, please provide date(s) and offense(s):			
Misdemeanor	☐ Yes	☐ No	
Felony	☐ Yes	☐ No	

SECTION 7: CERTIFICATION AND ACKOWLEDGEMENT

Please read carefully the following statement before signing.

I,_____, certify that the information I have given on this application is true and correct to the best of my knowledge. This program requires that I commit to all training dates and times. I understand that I am required to undergo a background check from all jurisdictions and disclose on this application any prior convictions of serious crimes. I realize that my criminal history or record could pose a safety threat to others and result in my not being considered for this program. As a program participant I understand that there is a zero tolerance for drug and alcohol use during all training sessions. Furthermore, I understand that being under the influence of drugs and/or alcohol, causing disruption of instruction, being consistently late and/or absent from training, or negatively impacting the well-being and safety of others, will result in my removal and termination from the program. Finally, I do further hereby absolutely assume all risks and hazards incidental to such participation and release, absolve, and fully forgive and further agree to indemnify and hold harmless the Institute for Tribal Environmental Professionals, the Navajo Nation Environmental Protection Office, the Navajo Nation Workforce Development Program, the United States Environmental Protection Agency, and its representatives from any and every claim, demand, action, or right of action, of whatever kind or nature, either in law or in equity arising from or by reason of any injury known or unknown or death to me or property damage whether the result of negligence or any other cause, including persons transporting me to or from activities. This agreement is given in consideration for my participation in the aforesaid training program.

_____ _____

Signature Date

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