



**477 Employment & Training Department**  
Central Council of the Tlingit & Haida Indian Tribes of Alaska  
320 West Willoughby Avenue, Suite 300 • Juneau, Alaska 99801  
Toll: 800.344.1432 ext. 7176 | Phone: 907.463.7176 | Fax: 877.333.3449  
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## 2020 Youth Employment Services (YES) Host Employer Application

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**Program Overview:** The 477 Employment & Training department administers the YES program, which is available to 22 Southeast Alaska communities. Program objectives include assisting eligible tribal youth, ages 14-24, in obtaining summer employment to learn and enhance employment skills, and to provide youth with opportunities to discover and explore optional career and/or education pathways suitable to their goals. Community Local Coordinators seek to match applicants to their fields of interest. As a host employer, you will have the opportunity to interview pre-screened youth participants and offer a position in accordance to the Alaska Department of Labor statutes and in agreement with the YES program objectives. Together we can promote self-sufficiency and build stronger community workforces.

The YES program is able to subsidize a limited number of part-time and full-time positions. We are able to authorize:

- Paid 13-Week Employment/Internship Programs (June 1, 2020 –August 31, 2020)
- An Hourly Wage of \$10.91

**The YES program cannot authorize holiday or overtime pay.** Alternate program dates, work schedules or modified duties must be approved by the YES Program Coordinator.

**Partnership Roles:** In order to ensure youth worker success, Tlingit & Haida and its partners agree to:

**Tlingit & Haida:**

- Serve as the employer on record, maintain HR & program records, and process timesheets.
- Assist in youth development programs and community coordination.

**Local Community Coordinator:**

- Screen applications for eligibility and best placement options, schedule interviews.
- Complete Tlingit & Haida hiring orientation for youth and present workforce behavior expectations.
- Approve work plans with partners and provide onsite youth evaluations.
- Maintain ongoing communication of youth's work progress.
- Conduct program exit interview with youth, complete program-end evaluations.

**Host Employer:**

- Develop a meaningful work plan assisting in youth's career development.
- Assign a supervisor to mentor and oversee youth's work assignments and timesheets.
- Enable Local Coordinator to complete onsite youth evaluations.
- Maintain ongoing communication of youth's work progress and submit progress reports with timesheets.
- Complete program-end evaluations and submit proper separation paperwork.

***If you have any questions about the application requirements or should you need any assistance with completing this application, please contact your local YES Coordinator or Tlingit & Haida's YES Coordinator at 907.463.7176 or 1.800.344.1432 ext. 7176.***

<b>REQUIRED INFORMATION</b>			
Employer/Company Name		Contact Person / Title	Ph. Number / Email Address
Employer/Company Mailing & Physical Addresses		Youth's Primary Worksite Location	
Please List Each Position Job Title(s) and No. of Vacancies			
Start Date	End Date	Hours/Days	Additional Wages Provided
Brief overview of organization (Primary objectives, functions, mission statement, etc.) and organizational chart (Informal accepted):			
<b>PLEASE COMPLETE THE FOLLOWING FOR EACH TYPE OF VACANCY. ATTACH SEPARATE SHEETS OF PAPER IF NECESSARY.</b>			
Brief description of how the assigned department(s)/division(s) support your overall organization:			
Duties/responsibilities for each position:			
Preferred knowledge & skills for each position:			
Proposed training opportunities and plan to expose youth to career pathway options for each position:			

Equipment to be used:

Suggested apparel, tools, etc. needed to perform job duties:

Additional comments:

**Thank you for your application.** We look forward to finding you an appropriate placement. Should we not have an available candidate, we will contact you by the program begin date and keep your application on file.

Please submit your application to your Local Coordinator or Tlingit & Haida's YES Coordinator via fax at 877.333.3449 or email [vhoyle@ccthita-nsn.gov](mailto:vhoyle@ccthita-nsn.gov).

Host Employer understands that the Summer Youth Participant is not approved to begin employment until all proper paperwork has been submitted and processed by the YES Coordinator.

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Employer Signature

Date

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Application Received By

Date