



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Intake Specialist

Employment & Training Center (ETC)

**OPEN:** June 16, 2021

**EXEMPT:** No

**SALARY:** (6) \$16.50-\$18.48 p/h DOE

**SHIFT:** Day

**LOCATION:** Tribal Administration

**DURATION:** Regular Full-Time

**CLOSES:** June 25, 2021

**JOB CODE:**

**DIVISION:** Workforce Development

**DEPARTMENT:** ETC

**SUPERVISOR:** Director

**VACANCIES:** 1

**JOB SUMMARY:** Intake Specialist is responsible to interview applicants and recipients to determine eligibility for use of social service programs and agency resources as well as provide program services to qualified clients. Generate reports and statistical updates monthly, quarterly and annually.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Interview and investigate program applicants to gather information pertinent to their application.
2. Explain eligibility requirements, form completion requirements, community resources for financial assistance employment resources and ETC programs
3. Determine eligibility of applicant for TANF/477 programs.
4. Assign applicant to Caseworker for case management
5. Route all eligible client's files to caseworker promptly, ensuring all documents have been scanned into the TAS database.
6. Intake Specialist will be responsible for ensuring the Child Only TANF clients files are current and will be responsible for making the monthly cash payment upon receiving the participants monthly MER.
7. Develop and maintain a case file for GA youth still in high school, consistent with established procedures
8. Prepare regular and special reports, keeps records of assigned cases, and submits individual recommendations.
9. Prepare and assist applicants in complete routine intake assessment and personnel forms
10. Generate a communications log for state agency on all opened cases daily
11. Use State data system (Acess & Sems) to cross check for services and eligibility
12. Determine and coordinate services as necessary to assist participant in obtaining gainful employment
13. Model appropriate work behaviors and presentation

## **MINIMUM QUALIFICATIONS:**

- High School Graduate or GED
- AAS degree *preferred*

- **OR** 2 years working in an office setting with 6 months work experience as an ETC Tech I/ETC Administrative Assistant
- 1 year working knowledge & experience using TAS database
- 2 year application utilizing Microsoft Office
- Lummi/Native American/Veteran preference policy applies.

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to deal positively and professionally with all people.
- Possess experience working in a Native Community *preferred*
- Possess understanding of, and sensitivity to Native Culture required
- Possess excellent communication skills – the ability to communicate information and ideas so others will understand the ability to listen to and understand information and ideas presented both written and spoken.
- Skill & proficiency in data entry and computer use.
- Possess strong working knowledge of advance functions of Microsoft Office, TAS set up functions, enter data, or process information keeping up to date technically and applying new knowledge to the job
- Ability to manage multiple priorities within prescribed timeframes.
- Ability to work as part of a network team, and work independently under indirect supervision.
- Possess experience with general office equipment (photocopier, fax, and computer).

#### **PHYSICAL REQUIREMENTS:**

- This position requires sitting 6-8 hours per day
- Lift up to 15 pounds on an occasional basis

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- Position requires extensive Criminal Background Check.
- Must manage highly confidential information with professionalism and unquestionable integrity.

#### **TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.