Job Announcement

Position Title: Intake Specialist DII
Location: Aanjibimaadizing (DII)
Reports to: Compliance Manager
Grade Level: N9
Opening Date: December 11, 2019
Closing Date: December 27, 2019

*** Any individual who receives an offer of employment or will receive a payroll check are required to submit to a drug and alcohol test as a condition of obtaining employment. ***
*** Mille Lacs Band Member/American Indian preference applies ***

SUMMARY:
The Intake Specialist will conduct a one-on-one intake session that begins a relationship of trust and purpose between the Aanjibimaadizing program and the participant. The Intake Specialist will collect pertinent information, in accordance with program standards and guidelines. The Intake Specialist will work closely with Case Managers to ensure they have complete information for their initial meeting with the participant. The initial intake will cover previous employment history, identify any type of social or supportive services deemed necessary, and the appropriate training and development. It may be determined that some participants need immediate financial assistance through the Aanjibimaadizing program, training, support services, referrals for social services, or that some are ready for job placement. The Band recognizes that challenges and barriers must be addressed before the participant can obtain and retain employment. The Intake Specialist will then begin the participant’s Employability Development Plan (EDP).

QUALIFICATIONS:
- Associate’s Degree in social work or a related field and three (3) years of experience working directly in the Social or Human Services field required.
- Excellent interpersonal and organizational skills.
- Ability to deal with highly confidential data in a professional and respectful manner.
- Ability to deal effectively and positively with difficult participants.
- Proficiency in Microsoft office programs required.
- Minimum of five (5) years prior experience working in the Native American community.
- Four (4) years of experience in the delivery of public assistance programs preferred.
- Four (4) years of experience counseling and case management is preferred.
- Demonstrated ability to read, interpret and implement Federal, State and Tribal policies is required.
- Ability to work with a diverse group of people is required.
- Awareness of current Native American issues with regard to employment, training, welfare reform as well as knowledge of Native American values and culture in relation to self-sufficiency and welfare dependency is required.
- Must have current driver’s license, reliable personal transportation, proof of current insurance coverage, and insurability under the Band’s Auto Insurance Policy.
- Must pass a pre-employment drug screening.
- This positions is grant funded and is dependent upon the continued funding of the Mille Lacs Band of Ojibwe’s P.L 102-477 grants program.
- Background investigation required that shows no theft or fraud above a misdemeanor, no felony drug conviction and no sexual or crimes-against-a-person conviction at any level.
- A staff person with direct contact with or access to children in care must disclose the arrest, conviction, and applicant background information if that staff person:
  (a) has a conviction of, has admitted to, has an adjudication of delinquency for, has been charged and is awaiting trial for, or a preponderance of the evidence indicates the person has committed:
    1) a crime against a child;
    2) an act of physical or sexual abuse;
3) neglect;
4) a felony;
5) the same or similar crimes as those in this subsection listed in the laws of another state or of the United States or of any Tribal law;

(b) has a conviction of, has admitted to, has an adjudication of delinquency for, has been charged and is awaiting trial for, or a preponderance of the evidence indicates the person has committed any misdemeanor offense under Federal, State, or Tribal law involving crimes of violence; sexual assault, molestation, exploitation, contact or prostitution; crimes against persons; or offenses committed against children. The Licensing Committee may evaluate the nature and time of a misdemeanor assault charge as well as other types of misdemeanor crimes not specified in this section to determine whether employment is appropriate.

8 MLBSA § 1212(a-b).

DUTIES AND RESPONSIBILITIES

- The Intake Specialist will make a determination of eligibility for every applicant for the Aanjibimaadizing.
- Process participant’s 477 intake form and documentation and forward and coordinate with Case Managers to schedule clients for program orientation and formal intake.
- Schedules appointments with Case Managers for participants.
- Update and maintain the departmental database with all client information.
- Determine and provide appropriate supportive services for clients or make referrals to address barriers.
- May accompany or transport clients to provide supportive services when transportation is the barrier.
- Maintain accurate records.
- May administer and scores various participant screening instruments and tests.
- Perform general office support responsibilities, including answering phones, screening calls and taking messages.
- Accurate Data Entry in the Data Management System and paper file.
- Maintain and protect participant confidentiality and follow data privacy practices.
- Issue limited support services benefits with Case Manager approval.
- Other duties as assigned.

WORKING CONDITIONS:

- Nature of work is such that the employee experiences infrequent periods of moderate to high stress levels in dealing with participants.
- Work is exclusively indoors in a controlled climate area.
- Little threat of personal danger or risk.
- Hours may vary depending on departmental needs and may include weekends.
- Local travel is required. Out of state travel is minimal.

Submit resume, cover letter, and employment application to:
Mille Lacs Band of Ojibwe
Employment Coordinator
43408 Oodena Dr.
Onamia, MN 56359
Fax # (320) 532-7492
e-mail to hr@millelacsband.com