

# Yakutat Tlingit Tribe

P.O. Box 387 364 Ridge Road Yakutat, Alaska 99689 Fax: (907) 784-3664



## HUMAN SERVICES DEPARTMENT

### Job Announcement

INTAKE TECHNICIAN

**Department:** Human Services

**Direct Supervisor:** Penney James, Human Services Director

**Salary:** 15.00 – 17.00 per hour

**Direct Supervisor:** Penney James, Human Services Director

**Hours of Work:** M-F 9am-1pm

**Open:** May 13th, 2019 – May 24, 2019

**Employment Category:** Part-time

Regular, Benefits (Personal leave, Sick Leave & Retirement)

**Applications:** YTT Administrative offices,  
606 Forest Hwy # 10 (907) 784-3238

#### PURPOSE

The Intake Technician will interview each client and provide program information and applications on a walk in basis. S/he will receive and review program applications to ensure applications are complete and have all attachments prior to making an appointment with the case manager. The Intake Technician will provide related data entry and file management support for the YTT 477 Program.

#### REPORTING RELATIONSHIPS

Reports to: Human Service Director

Supervises: N/A

#### ESSENTIAL FUNCTIONS

- Working knowledge of all programs operated by the Human Services Department.
- Review and understand the application requirements and procedures for all participating programs.
- Serve as a resource person for the public by providing information requiring considerable interpretation and explanation of programs and a working knowledge of all the department services. Refer difficult inquires to the appropriate personnel. This may require considerable tact and discretion in sensitive areas.
- Interview clients on a walk in basis to assist in determining the nature of their needs and provide them with an appropriate program application
- Assist prospective clients by explaining steps, appropriate forms, procedures, and program requirements for services and other program activities.
- Maintain a positive communication with all clients, and employees.
- Maintain confidentiality.
- Receive and review program applications for completion and the presence of required attachments.
- Schedule client (s) for an appointment with the case manager, or director

- Update files, and maintain a variety of records such as addresses, telephone numbers, ledgers and client files.
- Provide a full range of basic clerical duties
- Type or produce reports or correspondence utilizing Microsoft Office programs and other business software.
- Gather and compile statistical information and prepare regular and recurring reports.
- Develop database, spreadsheet, or other software and program data requirements in order to generate the necessary reports to accommodate informational needs.
- Assist with special projects as assigned.
- Other related duties assigned.

#### DECISION MAKING AUTHORITY

Spending Authority: N/A

#### NECESSARY SKILLS AND KNOWLEDGE

- Working knowledge of the parameters and application requirements
- Considerable knowledge of correct business practices, correspondence, and typing formats, including English grammar, composition, and spelling and punctuation.
- Ability to speak, write, listen and communicate effectively, meet and deal effectively with general public, establish and maintain cooperative working relationships.
- Knowledge of computer software applications including MS Word, Excel, Power Point or other database programs.
- Ability to work independently and prioritize workload
- Ability to organize, plan and maintain confidential records.
- Ability to search, select, compile and summarize data and information
- Conflict resolution skills.
- Familiarity with Tlingit and other Alaska Native cultures.
- Teamwork
- Other duties as assigned.

#### MINIMUM QUALIFICATIONS (education, experience, skills)

- High School Diploma or GED
- At least two (2) years of clerical experience
- Proper typing technique
- Valid Driver's License

**THE YAKUTAT TLINGIT TRIBE IS A DRUG FREE WORK PLACE. THIS POSITION MAY BE SUBJECT TO RANDOM DRUG TESTING AND CRIMINAL HISTORY CHECK. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age. PREFERENCE WILL BE GIVEN TO QUALIFIED NATIVE APPLICANTS.**

Posted By: Rindsey Nershey

Date: 5/13/2019