

Yakutat Tlingit Tribe

606 Forest Hwy. 10 * P.O. Box 418 * Yakutat, Alaska 99689
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JOB ANNOUNCEMENT

POSITION TITLE: Intake Specialist
DEPARTMENT: Human Services & Education Department
SUPERVISOR: Human Services & Education Director
POSITION DETAILS: Part Time / Regular. Monday-Friday, 4 hours per day
WAGE: DOE
FRINGE BENEFITS: 401K, Generous Leave Package (Personal, Sick, Subsistence)
OPEN DATE: 09/10/2021 CLOSE DATE: Open Until Filled

POSITION SUMMARY

The YTT Human Services & Education Department is seeking an individual with strong customer service skills who will interview 477 clients and provide program information and applications on a walk-in basis. The successful applicant 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Interview clients on a walk-in basis to assist in determining the nature of their needs and provide them with an appropriate program application
- 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.
- Assist prospective clients by explaining steps, appropriate forms, procedures, and program requirements for services and other program activities.
- Receive and review program applications for completion and the presence of required attachments, and schedule clients for appointments with the Case Manager.
- Update files, and maintain a variety of records such as addresses, telephone numbers, ledgers, and client files.
- Type or produce reports or correspondence utilizing Microsoft Office programs and other business software.
- Develop database, spreadsheet, or other software and program data requirements to generate the necessary reports to accommodate informational needs.

MINIMUM QUALIFICATIONS

- High School Diploma or GED
- At least 2 years of Clerical or Administrative Experience
- Valid Alaska Driver's License

NECESSARY SKILLS AND KNOWLEDGE

- Considerable knowledge of correct business practices, correspondence, and typing formats, including English grammar, composition, spelling, and punctuation.
- Working knowledge of the parameters and application requirements.
- Proficiency in Microsoft Office and maintaining data.
- Ability to speak, write, listen, and communicate effectively, meet and deal effectively with general public, establish and maintain cooperative working relationships.

To Apply: Applications can be picked up at the YTT Government Center. Please submit full applications at YTT Government Center or email to: HR@ytttribe.org

NATIVE AMERICAN PREFERENCE WILL BE APPLIED TO HIRING OF THIS POSITION AS DEFINED IN TITLE 25, US CODE, CHAPTER 14, SUBCHAPTER V, SUBSECTION 273 AND 274. WE ARE AN EQUAL OPPORTUNITY EMPLOYER WITH PREFERENCE GIVEN TO QUALIFIED NATIVE AMERICAN/ALASKA NATIVE APPLICANTS IN ACCORDANCE WITH FEDERAL LAW AND TRIBAL POLICY.

POSTED BY: ~~preserve, maintain and protect the unique culture and resources of Yakutat Tlingit people;~~ DATE: ~~to maximize our social, health & well-being while creating economic development benefits to all tribal members.~~

