



## LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

### **Position: (1) – Intake Specialist (FT- Next Generation Learning Center)**

**Summary:** This position is responsible for serving as the primary contact for those seeking information on programs offered by the Next Generation Learning Center, Family Services Department, any other department within the Tribe, and local agencies servicing the area. Carry out goals, objectives and policies of the Family and Community Partnerships components.

**Employment Qualifications:** A qualified candidate offers:

- Associate's Degree in a Human Services field, Early Childhood Education field; or Two (2) years of work experience in Human Services field and/or Early Childhood Education.
- Prior supervisory experience and Bachelor's degree preferred.
- Basic to Intermediate experience in MS Office Software, computers, and office equipment.
- Must have excellent interpersonal and organizational skills and be self-motivated.
- Must be of high moral character and exhibit professionalism in all aspects of job.
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the client.
- Must successfully pass a pre-employment physical, drug/alcohol screen, tuberculosis screening, fingerprinting/background investigation.
- A valid Operator's License with the ability to be insured under the Tribe's policy.

**Indian Preference applies in accordance with Ordinance #15-600-02**

**Pay Grade:** NE06

**Rate:** \$11.92 - \$14.92

**Status:** Non-exempt/bi-weekly pay

#### **Application Instructions:**

Obtain an application form and/or request a copy of the position description on the Tribe's website [www.lrboi-nsn.gov](http://www.lrboi-nsn.gov) or by contacting Human Resources at:

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*phone: (231) 398-6859; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov) .*

*To apply, please submit completed application, cover letter and resume to:*

*LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660*

*fax: (231) 398-9101; Email: [aliciaknapp@lrboi-nsn.gov](mailto:aliciaknapp@lrboi-nsn.gov) or [jobs@lrboi-nsn.gov](mailto:jobs@lrboi-nsn.gov) .*

**Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period. Automobile travel is required for this position, may require proof of personal automobile insurance.**

Posted – 02/20/2019

**Remove – Until Filled**