



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: Intake Specialist – Family Services – (1 – FT)

Summary: This position serves the people through a comprehensive intake process and is the primary contact for those seeking information on programs offered by the Little River Band of Ottawa Indians Family Services and Membership Assistance departments, any other department within the Tribe, and local agencies servicing the area.

Employment Qualifications: Minimum Necessary Qualifications –

- Associates Degree in Human Services field Bachelor's degree preferred; and
- Two (2) years of work experience in Human Services field, preferably in office administration; and
- Basic to Intermediate experience in MS Office Software, computers, and office equipment; and
- Must have excellent interpersonal and organizational skills and be self-motivated; and
- Must be of high moral character, maintain high confidentiality and exhibit professionalism in all aspects of job; and
- Working knowledge of sensitivity communication practices and interview techniques in order to speak with and for the client; and
- Experience with Culturally diverse populations; and
- Superior performance in the selection process as determined at the sole discretion of the LRBOI Hiring Manager, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, 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.

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

Pay Grade: NE6 **Status:** Non-Exempt/Hourly/Bi-Weekly Pay **Background Check:** Extensive
Hiring Range: \$16.22 - \$18.87 - **Commensurate with Verified Qualifications**

Application Instructions: Incomplete submissions will not be considered.

Obtain an **LRBOI application form (required)** available on website/fillable www.lrboi-nsn.gov under the "employment" and for a copy of the position description - by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov to the **Attn: HR**

*To apply, please submit **completed LRBOI application (required), cover letter, resume, degree transcripts, any/all licensures/trainings/certifications relevant to position and a copy - front and back - of valid Driver's License, Copy of Tribal ID front/back (if applicable)** to:*

LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: apply@lrboi-nsn.gov.

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following: any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, 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.

For further information, please contact the LRBOI HR Department

Posted – 04/10/2024

Removal – Until Filled