KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2015 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
TONI J. MINTON, Secretary
SUSAN J. LAFERNIER, Assistant Secretary
DOREEN G. BLAKER, Treasurer

ROBERT "R.D." CURTIS, JR.
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DON MESSER, JR.
DONALD SHALIFOE, SR.

CAP CLERK/INTAKE WORKER

One (1) Full-time, Non-exempt position

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Copy of High School Diploma, GED, or High School Certificate of Completion
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the MI Department of Health & Human Services (DHHS)
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214
- ☐ If you are a KBIC member working towards obtaining your GED, you must provide verification

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, Michigan 49908
906-353-6623, ext. 4140 & 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: January 27, 2016

Closing Date: February 10, 2016 at 4:00 pm

Debra L Piccian 1-27-16
TERO Approval Date

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POSITION ANNOUNCEMENT

POSITION: **CAP CLERK/INTAKE WORKER**
One (1) Full-time, Non-exempt position

LOCATION: Community Assistance Programs Office
Baraga, MI 49908

SUPERVISORY CONTROL: Community Assistance Programs Administrator

SALARY: Grade 4 (minimum starting wage = $11.47/hour)

QUALIFICATIONS:

- Must have a High School Diploma, GED, or Certificate of Completion.
  - This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below.
  - This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).
- Be at least 18 years of age.
- Minimum of two (2) years office experience required.
- Previous experience in a Human Services setting preferred.
- Familiarity with programs offered through the CAP office.
- Proficiency in Windows, Microsoft Office, Word, Excel and database skills.
- Must be proficient in keyboarding, filing, math, and listening skills.
- Must have a pleasant demeanor, be courteous, friendly and work well with others.
- Must have good written and oral communication skills.
- Must be able to follow verbal and written directions.
- Must have the ability to work independently as well as on a team.
- Must maintain strict confidentiality.
- Average clerical test score of at least 70% (testing will be administered by KBIC).
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing, and pre-employment physical.

INDIAN PREFERENCE: Preference will be given to qualified applicants of American Indian descent.

VETERAN PREFERENCE: Preference will be given to qualified Veterans who do not have bad conduct or dishonorable discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

- Initial contact/intake with clients/applicants. Give application to clients (for walk-in requests) or mail applications for call-in requests.
- Explain application to clients and assist as necessary with completion of application.
- Review applications/intake paperwork with applicant for completeness; advise applicant what is required for processing their application.
- Create and maintain files as documents/applications are submitted.
- Answer telephone and answer inquires about programs and status of application or request.
- Compose approval letters for Assistance Programs (Heating programs, CSBG, etc.).
- Maintain spreadsheet for LI-HEAP, and other programs as necessary.
- Maintain mailing labels and customer listings for all programs.
- Responsible for mass mailings (applications, etc.).
- Responsible for verifying services already received per individual applicant.
- Make appropriate referrals.
- Reconcile and process vendor and applicant payments.
- Perform clerical duties as required for office function (typing, filing, faxing, coping, etc.).
- Prepare submitted documents for determination by the CAP Administrator or CEO/Executive Assistant (if CAP Administrator is out of the office).
- Maintain a daily activity log.
- Must maintain strict confidentiality.
- Work with other agencies or staff, internal and external, as necessary.
- Perform all other duties as assigned by the Supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as a declaration of the specific duties and responsibilities of the position. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor is intended to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar in kind or in level of difficulty.

Distribution Date: January 27, 2016

Closing Date: February 10, 2016 at 4:00 pm

Name: _____ POSITION: **CAP CLERK/INTAKE WORKER**

Please list your specific experience and knowledge in regards to the following qualifications:

Must have High School Diploma, GED, or Certificate of Completion. (This qualification may be waived for individuals 62 years of age or older who meet the remainder of the qualifications listed below. This qualification may also be waived for KBIC members working toward obtaining their GED who meet the remainder of the qualifications listed below. (Applicants must obtain their GED within one year of hire and progress reports must be provided quarterly to the Department Director and Personnel Director).

_____

_____

Minimum of two (2) years office experience required.

_____

_____

Previous experience in a Human Services setting preferred.

_____

_____

Familiarity with programs offered through the CAP office.

_____

_____

Proficiency in Windows, Microsoft Office, Word, Excel and database skills.

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Must be proficient in keyboarding, filing, math, and listening skills.

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Must have a pleasant demeanor, be courteous, friendly and work well with others.

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