



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
karenj@spiritlakenation.com

Job Title:	Intake Specialist – Child Protection	Open Date:	January 13, 2020
SLT Program:	Social Services	Close Date:	Until Filled

Position Objective: The Intake Specialist is responsible for answering calls and documenting reported concerns of child abuse and/or neglect for the child protection unit. This individual will also provide administrative assistance to the Child Protection unit.

Major Duties & Responsibilities

The primary responsibilities of this position include: completing reports of suspected child abuse and/or neglect, following agency process map related to intake procedures, assigning case numbers to reports, and completing required administrative responsibilities for the Child Protection unit. Specifically, the Intake Specialist will:

- Receive/document concerns of suspected child abuse and/or neglect coming into the agency via email, fax, phone call, or in person;
- Gather information from reporter using an intake screening checklist;
- Document concerns using the designated form (SFN 960);
- Assign a case number to the report;
- Document intake on a tracking spreadsheet;
- Create a case folder containing required agency documents;
- Staff the report with Children and Family Services Supervisor to determine proper handling/assigning of the report;
- Complete all administrative assessments or administrative referrals;
- Provide referral/resource information;
- Assist child protection unit workers with conducting appropriate background and records checks;
- Assist unit with requests for records;
- Assist with accessing the “Parent Locator” services through LRHSC;
- Assist with correspondence;
- Send invitations for child protection team;
- Maintain client contact list;
- Send invitations for child and family team meetings;
- Assist with maintaining agency files;
- Prepare required documentation for court as assigned;
- Complete all required forms accurately and within agency timelines;

- Attend all required trainings, meetings, and staffing's, including Child Welfare Certification through UND Training Center;
- Record, document, and maintain meeting minutes for all child welfare staff meetings and child protection team meetings;
- Assist with budgeting 638 dollars and monitoring staff overtime/compensatory time;
- Participate in a rotating on-call schedule that may require response to situations of abuse/neglect after normal business hours. On-call time includes non-traditional work hours (after 4:30 PM, weekends, holidays);
- Ability to work flexible hours;
- Perform all other related duties as assigned.

Qualifications, Experience and education required:

Qualifications:

The preferred candidate(s) will possess:

- Knowledge of history, culture, laws, rules, economic, educational, customs, and traditions of the Spirit Lake Nation community and members;
- Knowledge of issues and programs related to child abuse and neglect intervention, prevention and services, including: child protection services, case management, juvenile court systems and Spirit Lake Children's Code, educational systems, community services/resources, child welfare policies and professional child welfare standards and practices;
- Knowledge of Federal, State and Tribal program regulations and guidelines;
- Knowledge of child development and family dynamics;
- Skill in establishing and maintaining effective working relationships;
- Skill in problem solving techniques;
- Ability to work independently (using professional judgment) and cooperatively with staff/community partners as a team member;
- Ability to operate a personal computer and maintain electronic files;
- Possess knowledge of software and the ability to operate standard office equipment;
- Ability to meet constant deadlines;
- Excellent verbal and written communication skills;
- **Ability to maintain a strict standard of confidentiality;**
- Ability to effectively plan and complete assigned tasks while functioning in a high-stress work environment;
- Skill and ability to interview a variety of individuals and gather needed information;
- Ability to establish and maintain effective working relationships with community partners, Tribal Counsel, community members, and the general public;

- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.
- Must Possess and maintain a current, active and unrestricted ND Drivers license through course of employment, insurable under SLT driving policy.

Experience and Education:

Intake Specialist requires an associate’s degree in social work, administrative assistance, or human services related degree. Any specialized certifications or licensures (i.e.-EMS, EMT, Early Childhood Certificate), or enrollment in an educational program related to the above-mentioned degrees may be considered at the discretion of agency Director and Human Resources.

Preference will be offered to enrolled members of the Spirit Lake Tribe and will utilize TERO guidelines for hiring.

Job Role:	Complete child protection intake reports and provide administrative assistance.	Company Industry:	Spirit Lake Tribal Social Services
Employment Status:	Full- time	Supervision	Children and Family Services Supervisor
Monthly Salary Range:	DOQ	Yearly Salary Range:	
Number of Vacancies:	1	Classification: Exempt/Non-exempt	Non-exempt

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	ndemarce@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver’s license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran’s preference must include Form DD214/Authorization signature will be required for background check and drug testing.
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