



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

**Job Title:**

**Intake Specialist – Child Protection**

**Open Date:**

**January 12, 2018**

**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.

**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.**

<b>Job Role:</b>	Complete child protection intake reports and provide administrative assistance.	<b>Company Industry:</b>	Spirit Lake Tribal Social Services
<b>Exempt/Non-exempt</b>	Non-Exempt	<b>Closing Date:</b>	Until filled
<b>Employment Status:</b>	Full- time	<b>Supervision</b>	Children and Family Services Supervisor
<b>Monthly Salary Range:</b>	\$15-21 P/H	<b>Yearly Salary Range:</b>	\$31,200 - \$43,680
<b>Number of Vacancies:</b>	1	<b>Classification: Exempt/Non-exempt</b>	Non-exempt

**Please Send Application to:**

<b>Name:</b>	Spirit Lake Human Resource Dept	<b>Email:</b>	<a href="mailto:slthr@spiritlakenation.com">slthr@spiritlakenation.com</a>
<b>Address:</b>	P.O. Box 97	<b>State</b>	North Dakota
<b>City:</b>	Fort Totten, North Dakota	<b>Zip/Postal Code:</b>	58335
<b>Phone:</b>	701-766-1203 or 701-766-1215	<b>Fax:</b>	701-766-1272

<b>Application Procedure</b>	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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