

# ONEIDA TRIBE OF INDIANS OF WISCONSIN

## Human Resources Department

### JOB DESCRIPTION

#### APPLY IN PERSON AT:

Human Resources Department  
909 Packerland Dr  
Green Bay, WI 54303



#### OR MAIL TO:

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

Job Line: 1-800-236-7050

#### APPLY ONLINE AT:

<http://oneida-nsn.gov>

### SECOND POSTING OPEN TO ALL APPLICANTS

**POSITION TITLE:** Intake Coordinator  
**POSITION NUMBER:** 02369  
**DEPARTMENT:** Job Training  
**LOCATION:** 2640 West Point Road Green Bay WI  
**DIVISION:** Governmental Services  
**RESPONSIBLE TO:** Counselor Administrator  
**SALARY:** NE09 \$13.34/Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** July 6, 2016  
**CLOSING DATE:** Until Filled  
**Transfer Deadline:** July 13, 2016  
**Proposed Start Date:** As Soon As Possible

### EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

### POSITION SUMMARY

This position's primary function is to create a positive and seamless application/intake process for the Oneida Vocational Rehabilitation (VR) and Workforce Investment Act (WIA) programs. This position is responsible for interviewing and assessing consumers and assisting in the completion of grant objectives. Develops and manages purchases for active cases of individuals with disabilities, and documents all case activity to ensure compliance with Tribal laws and policies. This position ensures that vocational services are accurate, timely, and that purchases, payments, and invoices are processed appropriately. This is a grant funded position. Continuation of this position is contingent upon funding allocations.

### DUTIES AND RESPONSIBILITIES:

1. Interact daily with staff, counselors and consumers with courtesy and professionalism.
2. Assists counselors and consumers with Job Center activity as needed.
3. Ensure the confidentiality of consumer issues, medical records and services.
4. Independently complete initial interview with consumer and collect, review, and organize case information.
5. Conduct application, intake, and job readiness assessment activities with new and existing consumers.
6. Properly refer and place consumers with the appropriate counselor and/or service.
7. Travel to public locations to meet consumers and complete application/intake processes.
8. Capture consumer information and signatures on necessary consent forms for eligibility determination.
9. Discuss specific program guidelines, rights and responsibilities, and voluntary informed consent participation.
10. Obtain current medical information relating to consumer's physical and/or mental condition to determine program eligibility.
11. Review consumer medical records to learn the nature of the consumer's assets and limitations and helping them achieve an employment outcome.
12. Work closely and cooperatively with WI DVR and other internal/external referral sources and shared consumer programs or agencies.
13. Monitor counselors' consumer assignment in DataOps and Bear Tracks to ensure balanced caseloads upon placement. This will include maintaining all consumer files following the programs established formats for information in an electronic consumer files in database tracking systems.
14. Ensure case notes for both Intake Coordinator and counselor activities are recorded in the appropriate database.
15. Arrange for consumer vocational/psychological evaluation appointments and purchases when needed.

## JOB DESCRIPTION

Intake Coordinator

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### **DUTIES AND RESPONSIBILITIES: (Con't)**

16. Conducts/creates department purchases and releases. Files and stores appropriately to ensure efficient purchase management. Effectively tracks shared supply purchase responsibility.
17. Maintain department vehicle maintenance service schedule, drivers list, and gas purchase authority request.
18. Arrange for travel, prepares and submits travel-related documents, and maintains travel information.
19. Respond to record requests ensuring file sharing methods are in compliance with HIPPA and other federal regulations pertaining to medical and financial consumer records.
20. Transmit outgoing faxes, retrieve, log and distribute incoming fax.
21. Maintain inventory of office supplies.
22. Attend department presentations or outreach events for professional staff.
23. The above duties and responsibilities are not an all- inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or supervisor discretion.

### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Frequently sit, stand and walk.
2. Occasionally bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push/pull, lift and carry up to twenty-four (24) pounds.
3. Ability to work flexible hours including nights and week-ends as needed.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

### **STANDARD QUALIFICATIONS:**

1. Knowledge and experience in community-based service programs.
2. Knowledge and experience working with Native Americans of low income households or with disabilities.
3. Skill in organizational management. Must be able to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
4. Ability to establish and maintain productive working relationships with staff, consumers, management or other departments as well as external agencies necessary to effectively carry out job duties.
5. Ability to inform and communicate verbally and in writing in diverse and challenging situations.
6. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
7. Must be willing and able to obtain additional education and training.
8. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
9. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
10. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
11. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal Vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Knowledge or application of Vocational Rehabilitation and/or Workforce Investment Act eligibility guidelines.

### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. Associate degree in Human Services, Administrative Sciences, Business, Social Services or a related field; one (1) year of experience in conducting application, intake or assessment interviewing of customers; one (1) year experience in managing consumer records in both paper and electronic/database format; an equivalent combination of education and experience may be considered.

### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**