

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2013-106      **Issue Date:** 08-05-13      **Closing Date:** 08-23-13

**Intake Specialist**  
**Native Workforce Development**  
**Department of Health & Human Services**  
**Hourly Wage: \$11.98/Full-Time/Regular**

This is a responsible intake, referral, counseling position for the Workforce Investment Act Program to compliment the welfare reform concept and to perform within the scope of the Workforce Investment Act, PL 105-220 and other related policies and regulations, including 20 CFR 652-668. Scope of work is being the initial contact for WIA customers (applicants) with the responsibility of securing all documentation to conduct a complete WIA intake for both youth and adult customers. Responsible for initial assessment of WIA customer. Responsible for establishing and maintaining customer files to meet Workforce Investment Act standards in regards to training/employment plan, daily contacts and group sessions. Assist with dissemination of program information, work site development, work site monitors, intake and selection process, client eligibility determination, required reports and payroll distribution. Must have familiarity and awareness of Workforce Investment Act budget, regulations and policies; knowledge of available professional resources for counseling needs of alcohol and drug abuse cases; must be familiar with other training, educational and employment programs for referral purpose; must develop good working relationships with Tribal Government structure and must be able to maintain a high level of confidentiality. Must be able to assist with administrative duties, clerical skills duties and take leadership role in all counseling activities. Must be able to work with other education, employment and training entities and have the ability to interpret Federal, Tribal, State and County regulations and policies.

**Knowledge, Skills and Abilities:**

- Considerable knowledge of counseling methods and techniques.
- Knowledge of the problems, attitudes and needs of Indian Welfare Reform customers (youth and adults).
- Knowledge and ability to use computers, fax, copiers, and other office equipment.
- Knowledge of office skills and procedures, including the ability to work with numbers and ability to prepare both statistical and narrative reports.
- Ability to communicate with, gain confidence of, and influence and guide customers.
- Ability to exercise mature judgment in evaluating specific situations and recommending solutions.
- Ability to establish and maintain effective working relationships with other employees, youth and adult customers, work site sponsors and other service agencies and entities.
- Ability to function in a workshop setting to assist with group orientation; good organization skills and ability to assist with personnel issues.
- Ability to listen, observe and record a variety of information and situations.
- Ability to function in stressful situations, i.e. dealing with difficult customers and parents; working in environment with a cluster of other employees; and providing assistance to other Welfare Reform functions.
- Ability to establish partnerships with other social service/educational entities.

**General Recruiting Indicators:**

- Must have previous experience in counseling activities, knowledge of acceptable office procedures, sensitivity in working with youth and adults who qualify for welfare reform services, sensitivity for Yakama Nation culture and traditional practices, and possess ability to work with the general public and professional staff within the Yakama Nation Governmental Organization.
- Two years of college course work which demonstrates the ability to coordinate counseling activities for youth and adults on an individual and group basis; or two years of experience working with employment/training programs with focus on intake procedures.
- Ability to pass a pre-employment alcohol and drug test.
- Ability to pass a criminal background check.