



<b>Job Position:</b> Intake Specialist	<b>Status:</b> Full-Time/Non-Exempt
<b>Division:</b> Health Services	<b>Salary:</b> \$10.00/hr.
<b>Posting Date:</b> August 11, 2019	<b>Closing Date:</b> August 31, 2019

## **Job Description**

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### **Summary**

This position is located in the Tunica Biloxi Tribe of Louisiana Health Services department. The function of the Health Service office is to provide client service care for eligible Tunica Biloxi citizens. The Intake Specialist provides general administrative support and client services under the direction of the Health Services Director.

### **Essential Duties and Responsibilities:**

- Conduct intake procedures; review forms, and request additional information if needed
- Route and file correspondence(s)
- Perform general office support responsibilities, including answering phone, taking messages, copying, faxing and scanning and preparing mail outs
- Screen and direct telephone calls
- Maintain/protect member confidentiality and follow/understand HIPAA privacy practices
- Type reports and letters
- Cross-train to assist with other duties in the absence of Health Staff
- Assist in the Coordination & Planning of events
- Perform additional duties as assigned by the Director

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong organizational skills;
- Willingness and ability to adapt to change
- Ability to work cooperatively and productively with others to achieve results
- Gathers information skillfully;
- Knowledge of sound administrative practices;
- Responds to requests for service and assistance;
- Clearly convey and receive messages to meet the needs of the citizens

### **Education and Experience:**

Must possess a high school diploma or GED

### **Computer Skills:**

To perform this job successfully, an individual must be proficient in Microsoft Word, Excel and Outlook. Must be able to operate office equipment, such as computer, copier, etc.



**Supervisory Responsibilities:**

This job has no supervisory responsibilities.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand, walk and sit for long periods of time.

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*The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. This is not an exhaustive list of all duties and responsibilities associated with it. The Tunica Biloxi Tribe of Louisiana reserves the right to amend and change responsibilities to meet business and organizational needs.*

**Disclaimer**

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The job description/s has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job. This document does not create an employment contract, implied or otherwise; employment in this job is an “at will” employment relationship.

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**SELECTION PROCESS:**

All Tunica-Biloxi Tribal positions are competitive. All employment applications and supportive employment material will be evaluated based on the relevance of the applicant's qualifications and experience as it applies to this position. Applicant's who demonstrate that they meet the minimum qualifications and experience most relevant to this position will be considered qualified and be eligible for an interview.

Complete tribal employment applications and resumes will be accepted until the closing date of the posting. Resumes received after the closing date will not be considered for the position.

**REQUIRED EMPLOYMENT APPLICATION PACKET MATERIAL:**

- **Tribal employment application** that is complete and provides all information requested; or
- **Cover letter** explaining your qualifications and experience relevant to the functions of this position; and
- **Personal resume** identifying your qualifications and experience relevant to the functions of this position.



Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) including other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the proceeding situations, the Tunica-Biloxi Tribe is an Equal Opportunity Employer (EOE). Tribal and/or Indian preference applicable in accordance with Title XX of the Tribal Code of the Tunica-Biloxi Tribe of Louisiana.

**SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES**

To apply for this position, interested candidates must submit their completed application, or cover letter and resume to:

**Tunica-Biloxi Tribe of Louisiana**  
**Attn: Human Resources**  
**150 Melacon Rd.**  
**Marksville, La. 71351**  
**[HR@tunica.org](mailto:HR@tunica.org)**

