

**PASSAMAQUODDY TRIBE
SOCIAL SERVICES-JOB DESCRIPTION**

Position: Social Services Intake Coordinator

Accountable & Responsible to: Social Services Director

Responsibility: The intake coordinator requires an individual who is able to pay very close attention to detail and get required information from clients. She/He will be responsible for receiving and processing all intakes under Social Services.

1. Monitor service accuracy, completeness and quality; report results and initiate corrective action to improve results.
2. Responsible for receiving and processing all energy assistance and ECIP applications under the LIHEAP (Low Income Home Energy Assistance Program).
3. Assist department with all functions assigned to Intake, assuring the completion of all department functions in a timely fashion.
4. Receive and process applications as determined by Federal, State and local regulations/policies.
5. Completes and processes general assistance applications.
6. Prepare check requests for payment of routine office expenses.
7. Process weekly time sheets for all SS staff and on-call workers.
8. Develop and update as necessary an inventory of departmental property and equipment, and maintain control over same.
9. Maintain and revise, as needs, the departmental resources files and publications library.
10. Maintain up-to-date data and information on recipients of Home Energy Assistance Program benefits.
11. Perform other duties as assigned.

Qualifications: High School diploma or GED required. One year relevant work experience required. Proven ability to respect and maintain client confidentiality required. This person must also: 1) be able to communicate effectively using the telephone, fax, as well as written work via e-mail and regular mail; 2) be able to use Microsoft Office software, and a variety of office equipment; 3) keep clear and organized written records; 4) work cooperatively with all staff, clients and visitors; 5) have a valid driver's license and a clean driving record; and 6) successfully undergo a character/background investigation, including fingerprinting as required by P.L. 101-630. Native American Preference will be adhered to in accordance with Passamaquoddy Tribe's Personnel Policies and Procedures.

Fulltime-Permanent (32 hrs per week)