



## Intake Coordinator

**Reports To:** YCIC Director

**Closes:** 11/28/2016

**Salary (Grade):** \$23.61/hour (Grade 22 Entry)

**Status:** Regular, Full-Time

**Location:** YCIC Facility, Winnebago, NE

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### **Job Purpose & Position Overview**

The Intake Coordinator is responsible for intake procedures and screening youth entering the YCIC Centralized Intake Unit or Safe House.

### **Specific Job Duties/Responsibilities:**

- Interview and screen youth who enter Centralized Intake or are walk-in or referred cases
- Obtain information for intake and screening and ensure all information is properly filed in the Management Information System and case files
- Establish a comfortable atmosphere in a non-judgmental way in order to obtain family background, current problems and past attempts at problem resolution
- Determine at intake if a complaint and warrant should be filed or if some lesser form of Intake intervention or community agency referral is more appropriate
- Provide brief interventions with youth when necessary
- Check for previous intakes or referrals
- Schedule conference or case management date with all relevant parties.
- Make parent/guardian and youth aware of their responsibilities toward facility and/or house rules
- Provide outreach follow-up with youth, family, and school
- Attend pre-dispositional court hearings for cases assigned
- Complete assessments prior to court hearings for appropriate cases
- Present case to the Court, giving background information and description of offense and recommended disposition
- Provides intensive case management including problem-solving techniques
- Develop and implement strategies for reaching disconnected youth and families
- Assist the Assessment Specialist in coordinating interaction between the YCIC and partnering service providers and also the community
- Assist with providing additional follow-up to youth and their families such as making house calls and communicating youth needs and concerns to the YCIC Director
- Refer families to other agencies to serve their specific needs
- Serves as Lead Intake Coordinator and supervises other staff as assigned
- Provides on-call status to meet emergency situations with staff and participants



### **Required Qualifications/Skills:**

- Bachelor's Degree in Social Sciences preferred; High School Diploma/G.E.D. required
- Minimum of two years of experience working in detention, group home, shelter, or related youth facility or program
- Knowledge of Ho-Chunk culture and tribal concepts
- Must have knowledge of local youth programs and referral and intake resources
- Ability to respond to common inquiries or complaints from participants
- Ability to effectively present information to the community, management, other staff and participants
- Excellent interpersonal skills with youth
  
- Knowledge of youth development and family dynamics.
- Excellent verbal and writing communication skills
- Ability to work and function as a team member

### **Training Requirements:**

As needed to perform duties of position and as requested by supervisor

### **Certificates, Licenses & Registrations:**

- All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31, C and D, which require all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies and to comply with PL 101-630 and PL 101-637 regarding criminal records check.

### **Physical Requirements:**

- Normal to light office work which includes the ability to lift up to 10 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and hear.

### **Mental Requirements:**

- Reading, writing, calculating
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision



**Language Requirements:**

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

**HOW TO APPLY:**

Please submit a Winnebago Tribe of Nebraska employment application, resume, a cover letter explaining why you are qualified for the position, and two (2) letters of recommendation. If claiming Native American or Veteran preference, please include pertinent documentation.

**Submit to:**     *Human Resources, Winnebago Tribe of Nebraska*  
                  *PO Box 687*  
                  *Winnebago, NE 68071*  
                  *Fax: 402-878-3198*

- Or drop off all documents to the HR office located in the Blackhawk Community Center Building
- Please call HR at 402-878-3100 for further information
- **Applications submitted without proper documents will not be considered**

*As provided by Federal Law, all qualified Native American applicants shall receive preference over Non-Native American applicants. In the absence of qualified Native American applicants, consideration will be given to all other applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.*

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**JOB CLEARANCE SIGNATURE**

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**DATE**