



KIOWA TRIBE JOB OPPORTUNITY

The Kiowa Tribe, Carnegie, Oklahoma, is hiring immediately, complete a Kiowa Tribe Employment Application, available on-line at: kiowatribe.org/careers

Job Opportunity: KTJA-24-0027	Opens: 02/26/2024 Closes: OUF
Position Title: WIOA Intake Specialist	
Salary Rate: \$12.00 to \$14.00 hourly	Duty Location: Carnegie, OK

JOB SUMMARY

The WIOA Intake Specialist performs duties such as answering all incoming calls, faxing, answering emails, copying documentation from clients for case/participants file. Keep log of clients serviced and entered data from programmatic reporting. The Intake Specialist will provide assistance to those applying for services in the Workforce Innovation and Opportunity Act Programs. The Intake Specialist should be aware of the available community and/or tribal resources to share with clients. The information in case/applicant file confidential and must be maintained at all times.

Reports To: Human Resources Director

HOW TO QUALIFY FOR THE JOB

Educational Requirements: High School diploma/GED required

- Accepts applications, review applications for completeness, attach supporting documentation to submit for review and approval by supervisor(s). Once application is approved complete vouchers for submission to the finance department.
- Perform clerical duties, data entry, and computer tasks as assigned.
- Know basic computer programs such as word, access, excel and other programs to complete daily task.
- Establish files for applicants/clients and those serviced files all correspondence.
- Make vendor filing system and file all correspondence on a monthly basic.
- Support departmental staff with projects/activities as assigned.

EMPLOYEE BENEFITS AVAILABLE

Leave Benefits, (15) Paid Holidays Medical / Dental / Vision

\$25,000 Basic Life and \$25,000 AD&D insurance coverage at no cost to employee

401K with 3% employer contribution, per plan requirements

WHAT ARE THE JOB REQUIREMENTS?

- Must possess a valid Oklahoma's state driver's license and be insurable under the Kiowa Tribe' driving policy.
- Must submit to and pass a pre-employment background check and pre-employment drug test.
- Positions are subject random drug testing according to the Tribe's Drug Free Workplace Policy.

SUBMIT TO: HR@kiowatribe.org or

DROP OFF AT: 100 W. Kiowa Way, Carnegie, OK 73015 Phone: 580-654-6465

Kiowa Tribe does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law. Kiowa Tribe is subject to applicable Indian Preference guidelines and reserves the right to apply and utilize Indian Preference in its hiring and employment activities.