**Vacancy Announcement**

**POSITION:** Intake Specialist  
**DEPARTMENT:** Substance Abuse Program  
**LOCATION:** George Hawkins Memorial Treatment Center, Clinton, OK  
**ISSUED DATE:** December 2, 2019  
**CLOSING DATE:** Until Filled

**Duties and Responsibilities**

The Intake Specialist works under the direct supervision of the Program Director as a member of a multi-disciplinary team to provide initial contacts with potential clients seeking rehabilitation through telephone and or in person. Incumbent will work with a multitude of referral services to better assist clients. He/She will work with a variety of medical facilities to synchronize intake information regarding required physicals and laboratory tests. The specialist will insure that the applications are fully completed. Incumbent must maintain a high level of confidentiality. Incumbent will be responsible for follow-up with potential clients to assist them with the application process.

She or he along with counselor tech will provide a brief report of one page or more on every new client and participant of the Treatment Center services. This will include anyone who meets in our buildings or is a passenger in a Treatment Center vehicle. This report will include any “community service,” passengers to AA meetings and other activities, and students who are serving their college practicum. Occasionally there will be those whom we may require a waiver of liability. This waiver should be determined beforehand. Must be willing to be trained in HIPPA and CFR 42-part A. Incumbent must be willing to assist clients in filling out their chart information when client comes in for admission.

**Qualifications:**

- High School Diploma or GED. Vo-tech or some college preferred. Administrative assistant skills are a plus.
- Must have Microsoft Office skills and be computer literate.
- Must be able to take direction from the counselor tech or director and be able to also work with minimal supervision. Participation in clinical staff meetings is required.
- One-year experience in clerical or business office related employment with demonstrated ability to meet the general public both the Indian and non-Indian community. Customer service experience is a plus. Good telephone skills a plus
- Serve as the face of the program and is the initial contact point of services.
- Must have both good oral and written communication skills for documentation. Must have good record keeping skills to meet program policy and accreditation agency requirements.
• Prepare and deliver oral and written reports to clinical staff and appropriate professional agencies as indicated.
• Must be willing to work alongside a counselor tech during intake process at the center to provide written initial assessment of client.
• Must be willing to take training in screening, intake and orientation methods necessary for accreditation.
• Must have at least maintained two years of sobriety. Random drug screen required.
• Must be able to pass medical/physical examination within 30 days of hire.
• Must have a telephone, a driver's license and reliable transportation.
• Cheyenne-Arapaho preference. Military Veteran Preference

**SALARY:** Negotiable, depending on qualifications and experience.

**APPLICATION PROCEDURE:** Submit Tribal Application, Resume, Transcripts, Diploma, Certifications, License and CDIB to:

Cheyenne-Arapaho Tribes of Oklahoma
**Personnel Department**
P.O. Box 167
Concho, OK 73022
Or e-mail: atisdale@cheyenneandarapaho-nsn.gov
Office (405) 422-7498
Fax (405) 422-8222
Toll Free 1 (800) 247-4612 ext. 27498

To view all our current vacancy announcements, please visit our website at: [www.cheyenneandarpaho-nsn.gov](http://www.cheyenneandarpaho-nsn.gov)