

HOULTON BAND OF MALISEET INDIANS

Job Description

Approved by Council: 08/25/2026

Wabanaki Vocational Rehabilitation Transitional/ Intake Worker

STATUS: Full-time- 40hrs a week

SUPERVISED BY: Wabanaki Vocational Rehabilitation Director

SALARY RANGE: \$22.60-\$25.00

ROLE: To serve as the first point of contact for individuals seeking vocational rehabilitation and support services. In this role, you will welcome clients, conduct initial assessments, determine service eligibility, and connect individuals with appropriate resources. The Intake Worker plays a vital role in ensuring clients receive timely, respectful, and effective assistance while maintaining accurate records and collaborating with internal staff and community partners.

POSITION RESPONSIBILITIES:

- Conduct comprehensive client intake interviews and assessments to gather relevant personal, educational, and employment information.
- Evaluate client needs and determine eligibility for vocational rehabilitation and related services.
- Provide information about available programs, services, and community resources.
- Refer clients to appropriate internal and external service providers.
- Maintain accurate, confidential, and up-to-date client records in accordance with program policies and applicable regulations.
- Assist clients with completing applications, forms, and required documentation.
- Coordinate services with community agencies, healthcare providers, educational institutions, and other partners.
- Monitor client progress through regular follow-up and provide ongoing support as needed.
- Participate in case reviews, team meetings, and collaborative planning sessions.
- Provide crisis intervention and appropriate referrals when necessary.
- Advocate for clients to ensure access to needed services and resources.
- Build and maintain positive, professional relationships with clients, community partners, and service providers.
- Stay current on community resources, vocational rehabilitation services, and relevant policies and regulations.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Strong organizational, communication, and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Proficiency in Microsoft Office Suite.
- Excellent time management and attention to detail.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in Social Work, Psychology, Human Services, or a related field.
- Experience working in intake, case management, or social services.
- Knowledge of community resources and vocational rehabilitation services.
- Experience using case management software.
- Training or certification in crisis intervention.
- Understanding of local, state, and federal regulations related to human and social services.
- Ability to communicate in multiple languages is considered an asset.

Responsibility for Safety and Health:

Every employee is responsible for safety and the prevention of accidents and injuries. Successful job performance depends on attention to safety issues.

Physical Requirements:

Physical Abilities

Bending	N	Sitting	F	<i>N (Not Applicable)</i>
Carrying	N	Standing	O	<i>O (Occasionally) up to 2 hours a day</i>
Driving	F	Talking	F	<i>F (Frequently) 2-6 hours a day</i>
Handling	O	Walking	O	<i>C (Constantly) over six hours a day</i>
Hearing	F	<u>Lift/Carry</u>		
Keyboarding	F	50 lbs. or less	N	
Kneeling	N	<u>Push/Pull</u>		
Reaching	N	50 lbs. or less	N	

Application are available to download at our website maliseets.net, at the front desk of the Administration Building or by mail or email. If you would like an application or further information on the job description please contact the Human Resources Coordinator at 532-4273 or e-mail hr@maliseets.com. **If selected for employment you will be subject to Alcohol and Drug testing. If you fail the Alcohol or Drug testing any offer of employment will be withdrawn by HBMI.**

Applications will be accepted until close of business on October 5th, 2026

TO APPLY:

Submit an application to:
Houlton Band of Maliseet Indians
Attn: Jessica Huff
88 Bell Road
Littleton, Maine 04730

The HBMI practices Indian Preference to qualified Native Americans in accordance with Public Law 93-638 and is an Equal Opportunity Employer.