**POSITION DESCRIPTION**



**POSITION: Healing and Wellness Court Coordinator POSTING DATE: 4/8/2021**

**LOCATION: Tribal Court CLOSING DATE: 4/16/2021**

**SALARY: $16.84**

**PAYGRADE: 5**

**SUPERVISOR: Stockbridge-Munsee Tribal Court Chief Judge**

**Grant Funded/Part-Time Position Contingent of Annual Funding**

**(32 hour per week for 52 weeks) Funding available through 9/30/2021**

**Every employee of Stockbridge Munsee Community is expected to present themselves in a professional manner to customers as well as other departments. Stockbridge Munsee Community strives to provide a positive team environment where everyone contributes.**

**GENERAL RESPONSIBILITIES:** Under the supervision of Stockbridge-Munsee Tribal Court Chief Judge, this position will be responsible for assisting in day-to-day operations of the Healing to Wellness Court Program. The Coordinator will work collaboratively with the community, law enforcement, prosecutors, participating agencies, program participants, and the justice system. The Coordinator will work with the Chief Judge and Tribal Court clerks to schedule hearings, develop program guidelines and practices, facilitate program activities, and provide wrap-around services for program participants. The Coordinator will work with individuals referred to and accepted into the Healing to Wellness Court Program to assess individual needs, coordinate services, and ensure compliance with program requirements. The Coordinator will have frequent contact with program participants, service providers, participating agencies, and the Healing to Wellness Court Team, to ensure compliance, implementation and follow-through promoting successful outcomes for participants, the program itself, and the Stockbridge-Munsee Community at large.

**STANDARD QUALIFICATIONS:**

All employees of Stockbridge Munsee Community must meet the following qualification:

1. Must submit to and pass a pre-employment drug and health screening.
2. Must be at least 18 years of age, unless otherwise stated on job description.
3. Must maintain an acceptable departmental attendance record.
4. Must be able to work weekends, nights and holidays.
5. Must obtain and maintain Elder/Youth License as stated on job description.

**DUTIES:**

1. Monitor the day-to-day case management operations of Healing to Wellness Program participants, to complete assessments, referrals, urinalysis, and aid in obtaining needed services in a timely and effective manner.

2. Maintain up to date participant case files and enter relevant information into a Healing to Wellness Program database which includes recording participant benchmark achievements/measures and completed program objectives as provided in the Coordinated Tribal Assistance Solicitation (CTAS) grant objectives.

3. Serve as a member of the Healing to Wellness Program Team and attend regular staff meetings and court hearings.

4. Prepare status reports on program outcomes/objectives and progress as requested by the Chief Judge.

5. Develop practices for providing community resources for program participants (e.g., employment counseling, educational services, housing, anger management, in-patient treatment, etc.).

6. Attend and participate in conferences, meetings, committees, and community events as a representative of the Healing to Wellness Court Program.

7. Complete necessary intake and orientation for incoming Healing to Wellness Court Program participants.

8. Monitor, initiate, coordinate, and refer clients for UA testing and inpatient and outpatient treatment options.

9. Maintain general knowledge of addiction.

10. Serve as liaison between program participants and the Healing to Wellness Team and participating agencies.

11. Provide guidance and supervision of Healing to Wellness program participants.

12. Attend healing to wellness court training as directed by the Chief Judge.

13. Perform other duties as assigned.

**QUALIFICATIONS:**

1. A Bachelor’s Degree with a preference in the Behavioral Sciences or related field from an accredited college or university AND one (1) year, social work, and/or college internship related experience.
2. Effective communication skills both orally and in writing.
3. Excellent organizational and case management skills.
4. Proficient in using a PC for data entry and research (i.e. Microsoft Office, Excel, Access).
5. Knowledge of facilities or agencies that provide services to Native populations.
6. Knowledge of the Stockbridge-Munsee Tribe and its surrounding communities is preferred
7. Be able to work beyond normal Court hours including evening and weekend hours if needed.
8. All applicants are subject to the Tribe’s Drug and Alcohol Free Work Place Policy including pre-employment drug screening.
9. Valid state issued driver’s license and/or the ability to obtain a Wisconsin driver’s license. Must be insurable on the Tribe’s insurance policy.
10. LANGUAGE SKILLS: Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. Must have the ability to effectively present information in one-on-one and small group situations to co-workers, program participants, and employees of collaborating agencies.
11. REASONING ABILITY: Must have ability to apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.
12. PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, crawl, talk and hear. The employee must occasionally lift and/or move up to 50 pounds.

**SUBMIT APPLICATION TO: Human Resource Department**

 **Stockbridge Munsee Community**

 **N8705 Moh He Con Nuck Rd**

 **Bowler, WI 54416**

**WE ARE A DRUG FREE EMPLOYER**

**CANDIDATES MUST PASS DRUG SCREEN**

**AND REMAIN DRUG FREE**

The Stockbridge-Munsee Community operates as an equal opportunity employer except Indian Preference is given in accordance with the Employee Preference Policy Ordinance as permitted under federal law. Due to broad federal funding and the co-mingling of fiscal resources, all tribal government operations jobs are treated as federally-funded for the purposes of the Employee Preference Policy Ordinance unless specifically identified as not federally-funded.

**Although an interview may be granted, this does not determine that the candidate fully meets the qualifications until it is determined by the interview team.**

Tribal Council Approved: 4/6/2021