

15-027 +Family Drug Court Coordinator

Tribal Courts-Admin., 693 W. Seed Farm Road, Sacaton, AZ

Job Title: Family Drug Court Coordinator

Closing Date: 11/24/2014

Job Number: 15-027

Job Type: Regular Full Time

Department: Judicial

City: Sacaton

Location: Tribal Courts Admin, 693 West Seed Farm RoadArea of Interest: Health Resources

Salary Type: Base Pay for Career Center

Salary/ Hourly Rate: \$49,879 Salary

Tribal Driving Permit Required: Yes

BENEFITS INFORMATION:

- Medical – EPO or PPO Self-Funded Plan utilizing Blue Cross Blue Shield of Arizona Network
- Prescription Program
- Dental – Plan is provided through CIGNA with no deductible for preventive services or \$50 (individual)/\$150 (family) deductible for basic and major services
- Vision – plan benefits are provided through SightCare of Arizona and carry a \$10 co-pay for exams, zero co-pay
- Life and AD&D – Basic, dependent, and/or voluntary benefits provided through CIGNA Group Insurance. GRIC pays the full cost for your basic Life and AD&D

Other Voluntary Benefits –

- Aflac offers various supplemental benefit plans
- Flexible Spending Account (FSA)
- Short Term Disability
- Long Term Disability
- Employee Assistance Program
- 12 Paid Holidays
- Vacation Leave
- Sick Leave

DISTINGUISHING FEATURES OF THE CLASS:

The Family Drug Court Coordinator performs professional work of considerable difficulty in planning, organizing, coordinating and monitoring the activities of the Family Drug Court division within Tribal Courts.

ESSENTIAL FUNCTIONS:

- ☐• Perform detailed case management in the coordination of cases files.
- ☐• Responsible for establishing the goals and objectives of the Family Drug Court, schedule prepare agendas, and present materials for Family Drug Court meetings.
- ☐• Confer with treatment providers, Behavioral Health, Social Services, Probation and Police Department and school representatives on progress of the participant.
- ☐• Ensure compliance to the program grant requirements and the program evaluation plans; assist in the writing of Family Drug Court grant proposals; assist in maintaining an accounting and auditing system.
- Participate and ensure development of the participant's treatment plan; meet weekly with participants, their families and treatment providers.
- Maintain regular contact with community entities to assess and assist program problems and needs.
- Develop public information programs and acts as a clearinghouse for new releases, publications and presentations to the council, districts, media, public, civic organization and other private or public groups having reasonable interest in the Family Drug Court.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- ☐• Thorough knowledge of applicable Federal, State and Tribal laws, rules, regulations, titles and ordinances.
- Thorough knowledge of judicial, legal, policies and procedures.
- Considerable knowledge of Drug Court organization, functions, responsibilities and procedures.
- Considerable knowledge of chemical dependency, treatment modalities, crisis intervention and treatment resources in the Gila River Indian Community.
- Considerable knowledge of the criminal justice system.

- Ability to interpret and make decisions as it relates to policies and procedures of program.
- Ability to communicate effectively verbally and in writing.
- Ability to maintain accurate records and prepare reports.
- Ability to evaluate, develop, and implement programs and services in the court setting.
- Ability to organize and coordinate program activities.
- Ability to interview, assess and make recommendations on participant acceptance into the Drug Court Program.
- Ability to make presentations to employees, judges, attorneys, representatives of agencies and the Gila River Indian Community.
- Ability to maintain strict confidentiality.
- Ability to observe the confidential nature of court records and proceedings.
- Ability to analyze, appraise and assess problematic solutions and intervene appropriately.
- Ability to maintain effective working relationships with other employees, Community Officials and the general public.
- Ability to perform all physical requirements of the position; agree to maintain a Drug-free workplace.

REQUIRED EXPERIENCE AND TRAINING:

Bachelor degree in Business Administration, Criminal Justice, Social Work or closely related field and a minimum of three (3) years experience in administration and management or service in a court, legal or social service setting including two (2) years supervisory experience. Prefer a minimum of five (5) years experience working in a Drug Court with additional training or certifications.

ADDITIONAL REQUIREMENTS:

Pass background check as a condition of employment.

Required to qualify for a Tribal Driving permit.

Subject to review as to conflicts of interest and shall abide by the Code of Ethics for Judicial Employees.

Background checks are required for positions that involve regular contact with or control over Community Children in accordance with ***The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63*** and positions that have regular contact with the Elderly.

Required to qualify for a Tribal Driving permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application.**

Supervisory, Salaried Position

Reports to Director or designee

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

DEADLINE: Employment Applications are available at all District Service Centers, the Human Resources Department, and online at www.gilariver.org. All Employment Applications and copies of required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, must be received in the Human Resources Department by 5:00 pm on the closing date. Late Applications or documents will not be considered.

HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.

To avoid delays, application can be mailed or faxed to:

Gila River Indian Community

Human Resources Department

Post Office Box 97

Sacaton, Arizona 85147

Fax: (520) 562-9809

Email applications and attachments to: gricjobapplications@gric.nsn.us