

POSITION DESCRIPTION

Juvenile Healing to Wellness Court Coordinator

INFORMATION

Job Class: Coordinator
Department: Tribal Court
Location of Work: Juneau, AK
Salary Grade(s): G- 10-11
Hours of Work: M – F, 8:00 am – 4:30 pm
Employment Category: Regular, Full-Time

Class Status: Active
Type of Position: Exempt
Covered Position: Yes
Prepared by: D. O’Gara/J. Wise
Approved by:
Effective Date: 8.1.2018

PURPOSE

Incumbent will facilitate planning, development and implementation for the Juvenile Healing to Wellness Court program through the Central Council Tlingit & Haida Indian Tribes of Alaska (Tlingit & Haida) Court system. In conjunction with Court staff, the Juvenile Healing to Wellness Court Coordinator is responsible for forming, coordinating, and staffing a multi-disciplinary advisory team, drafting program policy and procedures to screen and determine eligibility of participants, and produce deliverables required by the grant and funder (Department of Justice) in a timely fashion.

REPORTING RELATIONSHIPS

Reports To: Presiding Judge or Court Administrator

Supervises: N/A

Liaison To: Community Partners, Advisory Team, Tribal programs, and Tribal Court

ESSENTIAL FUNCTIONS

- Work collaboratively with the Healing to Wellness multi-disciplinary advisory team and Court staff in the development of programming for services for at risk youth who are struggling with drug or alcohol issues and facing criminal sanctions
- Monitor and provide professional level oversight and case management for the juveniles referred to the Healing to Wellness Court, including monitoring for compliance with Court orders, setting up services and activities with individuals, agencies and support groups
- Prepare status reports for youth admitted to the Healing to Wellness Court
- Organize, attend and facilitate case staffing meetings conducted prior to review hearings and participate in the review hearings
- Develop community resources for youth and their families and attend participate in relevant conferences, meetings and committees as needed, and work closely with the Healing to Wellness Advisory team
- Responsible for overall program coordination which includes budget review, preparation of technical reports, reporting on outcomes, and ensuring program accountability to adhere to requirements of grant(s)
- Work with youth and their families to assist with referrals as appropriate

- Represent the Tribal Court at meetings with School officials, the State of Alaska Court System, Office of Children Services, State and local agencies, other Tlingit & Haida programs and Tribal Court hearings/sessions
- Coordinate with and assist local governments, agencies and Tribal organizations and communities, under the supervision of the Presiding Judge and/or the Court Administrator, in the expansion of the Tribal Court system to better serve the needs of at risk youth and their families
- Duties may require work beyond normal Court hours including evening and weekend hours as needed.
- Other duties as assigned

DECISION MAKING AUTHORITY

Spending Authority: N/A

Other Authority: N/A

NECESSARY SKILLS AND KNOWLEDGE

- Extensive working knowledge of both State and Tribal criminal justice systems, especially the laws and policies that effect Juveniles
- Extensive working knowledge and/or experience with youth who are experiencing alcohol or substance abuse issues
- Cultural sensitivity to Alaska Natives in general and Tlingit, Haida and Tsimshian Indians in particular, together with knowledge of their histories and traditions
- Knowledge and experience in a State or Tribal Judicial system, and extensive knowledge about jurisdiction, Tribal sovereignty and local, state and tribal governments
- Knowledge of resources that can be called upon for assistance in the fields of Youth offenders, at risk youth, education, health services, alcoholism, mental health, childhood trauma, FASD and restorative justice trends
- Ability to develop and write clear reports, both technical and non-technical

MINIMUM QUALIFICATIONS (education, experience, skills)

- Associates Degree
- Three years of experience in the juvenile justice field

PREFERRED QUALIFICATIONS (education, experience, skills)

- Bachelor's Degree in criminal justice, social work or related field
- One year of specialized related experience

UNUSUAL PHYSICAL REQUIREMENTS OR RESTRICTIONS

The majority of work is performed in a professional office setting and is generally sedentary, requiring routine walking, standing, bending, and carrying of items weighing less than 40 lbs. Travel on small aircraft or ferry may be required.

CONDITIONS OF HIRE:

- All employment at Tlingit & Haida is "at will". This means that the employee or Tlingit & Haida may terminate employment at any time and for any reason. Unless specified in writing, no term of employment is expressed or implied for this position.
- Tlingit & Haida is a no tolerance workplace. All regular employees may be required to pass a pre-employment and subsequent random drug and alcohol screening to be eligible for and maintain employment.
- Tlingit & Haida requires a criminal background check be conducted on all employees. All employment offers are conditional until federal criminal background check results verify your eligibility to work for Tlingit & Haida.

This Position Description describes the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities, or qualifications of the job. This document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability. This is not a contract. Your signature indicates that you have read this Position Description and understand the essential functions of and qualifications for the job.

Employee Printed Name

Employee Signature

Date

Supervisor Printed Name

Supervisor Signature

Date