

## Little Traverse Bay Bands of Odawa Indians

### Job Posting - REPOSTED

**Job Title: Family Preservation Court Planner**

**Department:** Tribal Court/Judicial Branch

**Reports To:** Specialty Court Coordinator

**Status:** Non-Exempt

**Salary Level:** \$18.15 to \$25.41 per hour (\$37,759 - \$52,863) Annually

**Level:** B23

**Status:** Grant Funded position to 9-29-2023 or until funds are no longer available

**Opens:** February 28, 2020

**Closes:** Until Filled

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**SUMMARY:** The Family Preservation Court Planner will be responsible for planning a Family Preservation Court Model and implementing and executing programming. This position will oversee day-to-day operation of the Tribal Court Improvement grant and will coordinate training and other program activities based upon the culture and traditions of the LTBB Tribal community, under the direction of the Specialty Court Coordinator, Court Administrator and Chief Judge.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Be the key resource person for the assembled members of the forum gathered to develop effective and efficient approaches to child welfare issues within the community.
- Develop specialized operating and implementation procedures, manuals and case management forms.
- Assist in the planning and implementation of a specialized court system focusing on family preservation and reunification.
- Prepare draft policies, procedures, and standard forms in coordination with the TCIP grant child welfare forum group.
- Work closely with other staff and forum members to develop and strengthen collaboration with program providers, identify new programs, and identify and develop culturally specific protocols for child welfare cases.
- Coordinate program planning and development for the court.
- Schedule forum meetings.
- Provide support and education to the project forum. Coordinate meetings, prepare agendas and notices; record meeting minutes.
- Oversee day-to-day operation of the project.
- Develop programming for family services and will facilitate education groups and/or coordinate the execution of services/groups.
- Participate in training as required by the grant and recommended by the Specialty Court Coordinator.

- Work with the Specialty Court Coordinator to coordinate the family preservation program and preservation tracks.
- Collect and analyze data and prepare regular reports to measure the effectiveness and efficiencies of various modes.
- Coordinate meetings and reports for the Chief Judge related to child welfare cases.
- Assist with grant reporting under the guidance of the Specialty Court Coordinator.
- Consult with traditional individuals and elders to discuss common traditions to help the community.
- Represent this department in a respectful and professional manner at all times, even outside of work hours.
- Continue to identify community stakeholders and resources for respondents and children.
- Work with LTBB Department of Human Services and LTBB Prosecutor's office to identify cases where an intensive alternate approach would be appropriate.
- Work with LTBB grant writers to identify resources and plan for the sustainability and development of a Family Preservation Court Model.
- Continually review data and other appropriate indicators of performance in order to continually improve the efficiency and effectiveness of the Court related to Child Welfare.
- Adhere to Tribal Court Employee Handbook and Tribal Court Employee Code of Conduct.
- Other duties as assigned.

**COMPETENCIES:** To perform the job successfully, an individual should demonstrate the following: contribute to building a positive team spirit; show respect and sensitivity for cultural differences; prioritize and plan work activities; plan for additional resources; set goals and objectives; demonstrate accuracy and thoroughness; apply feedback to improve performance; and develop innovative approaches and ideas. Must be willing to transport clients as needed.

**EDUCATION AND EXPERIENCE:** A Bachelor's degree in social work or a related field. Must have experience facilitating educational groups. Must have a minimum of five years-experience providing direct services to a population with substance-abuse related issues. Excellent people skills are required. A good job history and good job references are required. A high ethical sensibility is required. Ability to master Microsoft Office Suite skills or the willingness and ability to be trained in Microsoft Office Suite skills is required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Excellent verbal and written communication skills.
- General knowledge of area resources to provide to families.
- Knowledge with regard to domestic violence issues.
- Demonstrated report writing skills.
- Ability to work as part of a team.
- Excellent work history, professional demeanor and appearance.
- Must possess the ability to write reports, business correspondence and procedural manuals.
- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook and PowerPoint) and Printshop.
- Must be able to complete internet research and maintain database files.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Must possess a valid driver's license, reliable transportation and be insurable for duration of employment.

**COMMENTS:**

Candidates must pass a comprehensive background investigation with no felony convictions within the last ten years. Indian preference will apply. All offers of employment are contingent upon passing a drug screen.