



EMPLOYMENT OPPORTUNITIES

Job Title: Community Service Coordinator

Closing Date: 01/20/2023

DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.

Job Number: 23-142-2

Job Type: Full-Time Regular

Department: Judicial Department

City: Sacaton, AZ

Location: 721 W. Seed Farm Road

Area of Interest: Judicial

Salary Type: Base Pay

Salary/ Hourly Rate: \$47,252 Salary

Tribal Driving Permit Required: Yes

DISTINGUISHING FEATURES OF THE CLASS:

This position performs a variety of technical support services in an assigned area or program. To gather, review, and report to probation officers or the Court a variety of information pertaining to clients. To perform delegated duties as appropriate for non-certified staff and assist probation officers in the performance of their duties, as authorized or directed. Perform program services with offenders as authorized or directed by the Chief and/or Deputy Chief Probation Officer. Develop, coordinate and integrate the community service programs for the Community. This position interviews clients, reviews program eligibility, procures work and work assignments for these programs. This position may need to prepare for and appear for court hearings regarding client performance or lack thereof. This position is responsible to perform compliance monitoring, case record keeping and coordinates with the courts and other agencies. Work is primarily performed in a field environment. However, office work is sometimes required. Employees in this position are expected to demonstrate a high level of commitment, professionalism and responsibility.

ESSENTIAL FUNCTIONS:

- Conducts intakes and interviews of offenders with community service requirements ordered by the Court or as directed by the Probation Officer. Completes paperwork, screens for appropriate placement, assigns tasks, sets up files and enters information into computer system.
- Coordinate and assist community partners in providing community service opportunities: Initial contact to determine if agency is valid provider and is agreeable to allow community service. Establishes and maintains contact to set schedules and monitor available needed work.
- Monitors clients for compliance with program requirements, verifies compliance with community partners, sends reminder notices to clients owing community service, communicates and works with clients to manage their ordered community service hours.
- Prepares documents on compliance and non-compliance of clients with their community service hours: Submits affidavits to the Court. Provides compliance status updates to Probation Officers.
- Prepares and testify in Court as required: Review files and documents to personally appear in Court hearings.
- Prepares and distributes monthly Community Service calendar.
- Maintains monthly expense records for Community Service program.

REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Ability to successfully complete a 90-day probationary period.
- Ability to work with confidential data and reports regarding legal matters on a regular basis.
- Ability to use a personal computer and related software, printer, copier, facsimile and multi-line telephone.
- Ability to use general office software including word-processing, spreadsheet and database programs.
- Ability to use advanced record keeping procedures and techniques.
- Ability to push/pull objects, lift objects off the ground, from elevated surfaces and carry up to 50 pounds.
- Ability to sit at a desk or in a vehicle and stand alternately for extended periods of time.
- Ability to bend over at the waist, kneel, reach, twist at the waist and walk.
- Ability to talk on the phone/radio while using computer.
- Ability to hear alarms, voice conversation, etc.
- Must wear/use PPE when in any situation where exposure to biohazard is likely.
- Ability to grip with hands and fingers.
- Ability to safely operate a motor vehicle.
- Ability and skill to communicate effectively, both verbally and in writing.
- Ability and skill to gain cooperation of others.
- Ability and skill to apply general office practices and procedures.
- Ability and skill to learn and apply policies and procedures of the Community.
- Ability and skill to organize and encourage cooperation of program participants.
- Must have ability to work effectively with angry, hostile or upset community members or clients.
- Must have ability to make effective and appropriate evaluations and decisions under times of stress.
- Ability to cope with the physical effects of acute emotional personal stress (fear, anger, etc.).
- Ability to cope with the physical effects of acute emotional stress of others.
- Ability to operate and maintain basic landscaping tools.
- Ability to drive and maneuver a full size van pulling a trailer.

REQUIRED EDUCATION AND EXPERIENCE:

- Associate's degree from an accredited college or university in Public Administration, Business Administration, Social Work or closely related field and one (1) year experience in an administrative position that involved intake, interviews and record keeping, or experience that demonstrates the ability to perform the functions of the position; Or
- High School diploma or GED and three (3) years' experience in an administrative position that involved intake, interviews and record keeping, or experience that demonstrates the ability to perform the functions of the position.

ADDITIONAL REQUIREMENTS:

- Must be at least 21 years of age; with no felony or domestic violence convictions.
- Must pass a federal adjudication/background check, polygraph testing and DPS fingerprint clearance as a condition of employment.
- 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 mandatory reporter pursuant to Title 7, Chapter 2 (7.205), B.
- Required to attend Title 7 Mandatory Reporting training on a yearly basis.
- Required to obtain a Tribal Operator's permit. Valid Arizona 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 and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Salaried Position
Reports to Chief Judge or designee

BENEFITS:

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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)

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

Visit our GRIC website and apply online: **www.gilariver.org**