

**NORTHERN CHEYENNE TRIBE  
JOB ADVERTISEMENT**

**POSITION:** Probation Officer – Healing to Wellness      **SALARY:** \$16.00-\$19.00, DOE

**DEPARTMENT:** Northern Cheyenne Court

**ACCOUNTABLE TO:** Drug Court Coordinator

**CLASSIFICATION:** Full-Time, Non-Exempt

**OPENING DATE:** September 14, 2022      **CLOSING DATE:** September 28, 2022 at 4PM

**How To Apply:** Submit a completed application, **RESUME** (3) current (within 1 year) letters of recommendations (one must be past/present employer, Tribal certification or Tribal I.D. (if claiming Tribal preference) a DD214 (if claiming Veteran’s preference) and college transcripts, (if claiming college education) to: Northern Cheyenne Tribe, attn. Human Resources Office, P.O. Box 128, Little Wolf Capitol Building, Lame Deer, Mt. 59043

**Submit the required documents to the Human Resources Office located at the Little Wolf Capitol Building at the Security Desk, or mail to the Northern Cheyenne Human Resources Department at P.O. Box 128, Lame Deer, Montana 59043, or you can call (406) 477-4825 to email or fax.**

**ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED**  
**(applicant will be notified of any missing documents)**

**SUMMARY OF WORK:** The Probation Officer is an employee of the Northern Cheyenne Tribal Court under the direct supervision of the Chief Judge or his/her designee. This is a full-time permanent position dependent on funding availability. Hours are Mon – Fri 8am to 5pm.

**ESSENTIAL RESPONSIBILITIES:** The Probation Officer (PO) is responsible for monitoring clients admitted into the “Healing to Wellness” treatment program and sentenced to conditional release orders issued by the Court. The PO will be a regular participant on the “Healing to Wellness” multi-disciplinary team staffing sessions on a weekly basis and provide confidential updates to team members at each staffing session. The PO will assist with Risk and Needs Triage assessments (RANT), to determine placement for clients to the appropriate care setting and identify specific risk and needs factors. Must research and investigate the background of each client through a formal assessment to determine the appropriate informal disposition and develop a case management plan for each client. The PO will administer observed drug and alcohol testing via UA kits, drug patches, and SCRAM alcohol monitoring bracelets and conduct home and office visits to assure compliance with case management plans. The PO must maintain regular contact with clients, as designated by the plan and keep updated case files on each client. The PO will be responsible for initiating community services in conjunction with the client and conducting “warm hand-offs” to behavioral health and substance abuse treatment providers. The PO will be responsible for inputting information into DIMS, a State of Montana Drug Court case management system. The PO will participate in client status hearings on a regular basis and make recommendations to the “Healing to Wellness” staffing team on progress of each client, whether it pertains to violations or completion of conditions.

Maintains records and generates statistical and other reports as required, utilizing manual and automated reporting systems. Provides case management services with collaboration and referral to various community resources, including mental health counseling, substance use treatment, housing assistance, self-help education, parenting classes, career/vocational assistance, and crisis intervention. The PO will utilize processes in the traditional court system as well as diversions/intervention programs and cultural pathways to healing. Must be willing to be certified in drug testing processes using drug patches, monitoring bracelets, UA kits, and other certifications as necessary. Other duties may be assigned.

**PERSONAL CONTACTS:** This position requires extensive contact with the community, Tribal programs, law enforcement, other Indian Tribes, representatives of Federal and State governments, other public and private non-profit programs and organizations on and off the reservation.

**JOB PERFORMANCE STANDARDS:** Evaluation of the position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited, to the following:

- Performs assigned duties
- Observes work hours
- Demonstrates punctuality
- Manages multiple caseloads and prioritize tasks
- Maintains accurate records
- Establishes rapport, promotes accountability and encourages positive change
- Uses combination of rehabilitative and authoritative relationship building skill sets
- Prepares and submits accurate and timely reports
- Incorporates organizational systems and tools and uses good time management
- Strong computer skills, including Microsoft Office, Word and Excel
- Adherence to strict standards of confidentiality is mandatory
- Demonstrates the ability to work under deadlines and stressful situations
- Effectively deals with people in adversarial situations
- Communicates with diverse population verbally, in written form and electronically
- Uses effective mediation and resolution skills and motivational interviewing techniques
- Remains professional and non-biased on issues pertaining to clients and programs
- Establishes and maintains effective working relationships with fellow employees, supervisors and the general public.

**JOB REQUIREMENTS:**

**KNOWLEDGE:** The applicant will have knowledge of the Northern Cheyenne Tribal Law and Order Code as it relates to adult offenders, current resources in the community for making referrals, knowledge of the Northern Cheyenne reservation and its residents, and knowledge of modern office procedures and equipment. Prior knowledge of Risk and Needs Triage (RANT) assessment tools preferred.

**SKILLS:** The applicant will have skills in counseling individuals, community networking, organizational capabilities, time management, strong telephone skills, open and responsive

interviewing techniques, listening and writing skills, computer skills such as Microsoft Word and Excel, case management software, and file maintenance skills.

**ABILITIES:** The applicant will be able to meet and communicate effectively and courteously with colleagues, community members, clients and other professionals. Have the ability to comprehend and comply with verbal and written instructions, be able to prepare reports to the court, prosecutor and testify in court when necessary. Applicant must possess the ability to work independently and as a team, under stressful conditions. Must be able to handle potential outbursts of violence from clients and the ability to maintain confidentiality at all times.

**MISCELLANEOUS:** Must be able to pass a detailed background investigation on character, reputation, trustworthiness and fitness in order to determine suitability for employment or retention. Must never have been convicted of a felony. Must have no misdemeanor convictions (except minor traffic violations) within the past three years. Must have no convictions of crimes against children, sexual offences or crimes of violence. Must be of good character and reputation and must maintain a drug-free lifestyle. The applicant is required to possess a valid driver's license and should have reliable transportation with proof of current automobile liability insurance and proof of current vehicle registration. Must be familiar with policies and practices regarding confidentiality. Disseminating confidential information outside of the confidentiality guidelines will result in termination and possible prosecution. The successful applicant must meet performance standards set forth by the department and successfully pass a 90-day probationary period.

#### **EDUCATION AND EXPERIENCE:**

- AA preferred or an equivalent combination of experience and education.
- Must have a high school diploma or G.E.D.
- Previous experience in probation, parole, corrections, social work or counseling, dealing with offender clients is preferred.

#### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Work is typically performed in an office environment with required occasional field work in the community. The person in this position is subjected to inside and outside environment conditions. The person in this position must be able to perform the essential functions of the position, with or without reasonable accommodation(s). Performance of the duties requires the ability to read, express ideas and communicate instructions or detailed conversations via spoken word. The ability to understand or converse via the Northern Cheyenne language is preferred, but not required. The worker must be able to move about on foot and may occasionally be required to restrain an individual and use medium force in legs and arms to restrain and/or use agile movements.

#### **PREFERENCE IN HIRING:**

In accordance with the hiring preference policy of the Northern Cheyenne Tribe, first preference in hiring for this position will be given to qualified enrolled members of the Northern Tribe.