

**NORTHERN CHEYENNE TRIBE
JOB ADVERTISEMENT**

POSITION: Drug Court Coordinator – Healing to Wellness **SALARY:** \$DOE

DEPARTMENT: Northern Cheyenne Court

ACCOUNTABLE TO: Chief Judge or other Designee

CLASSIFICATION: Full-Time, Non-Exempt

OPENING DATE: 6/20/2024

CLOSING DATE: 7/10/2024

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 Drug Court Coordinator 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, current grant is for three years. Hours are Mon – Fri 8am to 5pm.

ESSENTIAL RESPONSIBILITIES: The Drug Court Coordinator is responsible for the administration and oversight of all areas of the Healing to Wellness Drug Court Treatment Program. The Coordinator will implement a new Drug Treatment Court including convening members on a weekly basis consisting of representatives from prosecution, law enforcement/corrections, the public defender, behavioral health staff, substance use treatment providers, social services, tribal council and cultural elders. The Coordinator updates program material including a Policy & Procedure Manual, participant contracts, informative brochures and forms specific to the needs of the Drug Treatment Court on an as needed basis. The Coordinator oversees fiscal and contractual obligations for the grant through DOJ as well as other grants, including \$5,000 incentives grant and Strengthening Families grant through DOJ. The Coordinator schedules pre-case conferencing sessions, facilitates communication between team members and partner agencies, maintains accurate and timely records, and oversees the collection and reporting of performance and outcome data and entering into DIMS, a State of Montana drug court case management system. The Coordinator is the primary case manager and develops and prepares client treatment plans in coordination with the treatment team. The Coordinator is responsible for administering Risk and Needs Triage assessments (RANT), to determine placement for clients to the appropriate care setting and identifying specific risk and needs factors. The Coordinator manages a drug and alcohol monitoring/testing schedule using drug patches, SCRAM alcohol monitoring bracelets and UA

testing and analysis. The Coordinator will initiate meetings with treatment providers, behavioral health, and social services agencies, keep records of all meetings and court sessions and be the primary resource person for the Drug Treatment Court.

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 Drug Court Coordinator 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
- Supervises Probation Officers, including assigning work and completing performance reviews
- Manages multiple caseloads and prioritizes tasks
- Keeps the “Healing to Wellness” Team organized and informed of progress on all client case management plans
- Manages the “Healing to Wellness” budget and approves expenditures in compliance with grant
- Responds to questions from external and internal individuals and resolves client issues in a professional and timely manner
- Prepares and submits accurate and timely progress and financial reports to the “Healing to Wellness” Team and DOJ including service delivery, demographics and program capacity
- 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, as well as behavioral health, substance abuse treatment, counseling theories and motivational interviewing.

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, the community members, clients and other professionals. Have the ability to comprehend and comply with verbal and written instructions, be able to prepare progress and financial reports, 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 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 degree or college coursework in Corrections, Criminal Justice, Counseling, Law Enforcement, Psychology, Social Work, Sociology or a Human Services related field is preferred, but not required
- Equivalent combination of experience and education will be considered
- At least one year of experience in probation, corrections, social work or counseling highly preferred.
- Must have a high school diploma or G.E.D.

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 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.