

Little Traverse Bay Bands of Odawa Indians
Job Posting

Job Title: DOMESTIC VIOLENCE COURT DOCKET PROJECT COORDINATOR
Department: Tribal Court
Reports to: Court Administrator
Status: Exempt
Salary: \$13.54 - \$18.32 per hour
Level: 3
Terms: Full-time short term position 16 weeks
Opens: July 15, 2014
Closes: July 29, 2014

SUMMARY

The **Domestic Violence Court Docket Project Coordinator** will be responsible for implementation of the domestic violence court docket, will oversee the day-to-day operation of the Tribal Court Training and 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 Chief Judge and Court Administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Develop a specialized court to improve court responses to domestic violence issues.
- Adhere to established strategic plan for Domestic Violence Court.
- Develop specialized operating and implementation procedures.
- Establish specialized court system.
- Prepare draft policies, procedures and standard forms.
- Work closely with other staff and Advisory Committee members to develop and strengthen collaboration with program providers, identify new programs, and identify and develop culturally specific protocols for domestic violence cases.
- Research other Domestic Violence Courts in state and tribal communities.
- Coordinate program planning and development for the Court.
- Schedule Advisory Committee meetings.
- Provide support and education to the project Advisory Committee.
 - Coordinate meetings.
 - Prepare agendas and notices.
 - Record advisory meeting minutes
- Implement the domestic violence court docket.
- Oversee day-to-day operation of this project.
- Work with LTBB Tribal Prosecutor and Victim's Advocate to identify cases for the Domestic Violence Court docket.
- Intake domestic violence cases.

- Monitor the caseload to ensure timely case dispositions and compliance with Domestic Violence Court mandates.
- Work with the Domestic Violence Advisory Committee agencies and departments to provide the Domestic Violence Court Docket Judge with current, thorough information on offender compliance prior to each court appearance, and alert the Judge of any changes in status between appearances.
- Identify and coordinate training and technical assistance with the Center for Court Innovation (“CCI”) and other agencies for court staff and stakeholders that is culturally specific and reflects best practices in processing domestic violence cases.
- Participate in training events as practical, in person, or via webinar.
- Maintain records and process all paperwork involving domestic violence court.
- Collect and analyze data and prepare regular reports to measure the effectiveness of the Domestic Violence Court.
- Coordinate meetings and reports for the Chief and Associate Judge.
- Work with LTBB Law Enforcement to ensure that online Personal Protection Orders (“PPOs”) are processed through the court and entered into the Law Enforcement Information Network (LEIN).
- Work with LTBB Law Enforcement to develop protocols and procedures to ensure courtroom safety.
- Manage grant reporting under the guidance of the Court Administrator.
- Prepare annual and semi-annual reports for OVW
- Consult with traditional individuals and elders to discuss common traditions to help the community.
- Consult with and educate the LTBB community about domestic violence courts.
- Work cooperatively with the Office of Violence Against Women (“OVW”) in the development and implementation of this project.
- Collaborate with the Prosecutor’s office to provide on-site victim advocacy services.
- 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 victim/offender referral.
- Work with LTBB Department of Human Services and LTBB Prosecutor’s office to coordinate victims’ services.
- Work with LTBB departments on special community projects such as the “Red Shawl project” and “Take Back the Night”.
- Develop training for community stakeholders and a plan for data-sharing, case identification, and referral protocols.
- Develop a survey to identify the community’s experience with domestic violence, law enforcement and the court system.
- Work with LTBB grant-writers to identify resources and plan for the sustainability and development of the Domestic Violence Court.
- Develop partnerships with the local judiciary, courts and law enforcement; schedule trainings for these groups in cultural awareness.

- Working with other LTBB departments, establish and continue a Coordinated Community Response to domestic violence (“CCR”)
- Continually review data and other appropriate indicators of performance in order to continually improve the efficiency and effectiveness of the Domestic Violence Court. Baseline data shall be measured and documented prior to the date that the Domestic Violence Court becomes operational.
- Adhere to the strict confidentiality laws of 42 CFR and 45 CFR when it comes to clientele.
- Adhere to the Tribal Court Employee Handbook and the Tribal Court Employee Code of Conduct.

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.

EDUCATION AND EXPERIENCE

Advanced Degree required. 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.

Must have a valid Michigan Driver’s license, reliable transportation, and willingness to transport clients as needed.

Pass criminal history background check with no felony convictions in the last ten years.

KNOWLEDGE, SKILLS, AND ABILITIES

General

- Excellent verbal and written communications skills
- General knowledge of area resources
- 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

Language

- Must possess the ability to write reports, business correspondence and procedural manuals.

Computer

- Must have proficiency with various software packages including Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint) and Print Shop.
- Must be able to complete internet research and maintain database files

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license, reliable transportation and have an insurable driving record.

COMMENTS

Individual must be able to pass a criminal background investigation.
Indian Preference will apply.