

Little Traverse Bay Bands of Odawa Indians
Tribal Court
Job Posting

Job Title: Probation Officer/Adult Drug Court Coordinator
Branch: Judicial
Reports To: Court Administrator
Status: Non-Exempt
Salary Range: \$15.13 to \$20.47 per hr. / (\$31,475-\$42,584) Annual
Level: 4
Terms: Full time
Opens: November 03, 2016
Closes: November 24, 2016

SUMMARY

Monitors adult offenders in activities related to legal conditions of probation or parole and/or the Adult Drug Court program. Coordinates the Adult Drug Court.

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

Adult Drug Court Coordinator

- Assist in the continued development and implementation of the Adult Drug Court Program and Manual. Evaluate existing cases for program eligibility. Enroll eligible State and Tribal Court case offenders for program participation.
- Initiate drug court program for each new participant following key components and the four phase program.
- Collect and maintain data reflecting progress for each drug court participant.
- Develop information to promote court system interaction and promote drug court for all Native American adults.
- Disseminate information to relevant State Court staff, initiate transfer of cases and/or accept referrals from State Court, determine reporting requirements expected by State Court including frequency of client progress reporting, determine data elements for collection related to State Court Cases/participants and maintain communication with State Court for new referrals.

Probation Officer

- Familiarize self with area and with persons living within.
- Investigate and make sentencing recommendations to the Court of all cases involving adult offenders.
- Monitor and supervise the conditions related to probation and/or bond imposed by the Court and perform court ordered client checks and home visits.
- Provide support, preventive and supervisory counseling to all offenders as applicable for individuals placed on probation by Court order.
- Refer offenders for assessments and monitor compliance with recommendations made by the service providers.
- Monitor the offender's compliance with employment and/or educational requirements of the Court, which includes communication with the tribe's education department as well as community schools.

- Schedule hearings for adult offenders and advise the Court of the efforts of the individual and family in complying with the Court's sentencing orders.
- Inform offenders and their families about the cost, constraints, and responsibilities of maintaining electronic monitoring equipment. Provide installation services in the offender's home, communicate with the electronic monitoring equipment agency, and assist law enforcement in monitoring the actions of the offender.
- Provide supervision to adult offenders and alleged adult offenders in jail as well as those in treatment facilities.
- Provide effective community service opportunities for adult offenders/probationers and monitor compliance with community service orders and report back to the Court as to the status of compliance or non-compliance.
- Perform chain of custody drug screens from clients, which may include handling urine specimens.
- Provide transportation to court hearings and other appointments as part of treatment to allow program participation
- Plans, assists and monitors community service.

Court Liaison

- Provide courtesy supervision of adults who are on state court or other tribal court probation. Be responsible for the development of cooperative working relationships with other jurisdictions, to include active involvement and participation in the Michigan Inter-tribal probation officer's consortium.
- Provide supportive services to agencies/courts who work with Native offenders.
- Act as the liaison between the Tribal Court and the Traditional Justice System.

Court Officer

- Provides Transportation as necessary.
- Perform all other appropriate duties as directed by the Court Administrator.
- Responsible 24 hours per day, 7 days per week, for calls concerning adults on caseload. Also assumes the position of "Designated Court Officer" in emergency situations. As Court Officer you are expected to be familiar with and capable of performing other employment positions within Tribal court.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

- Bachelor's degree required or previous experience as a probation officer for no less than 2 years.
- Experience working closely with substance use and/or abuse issues is desirable. Job probation or court involvement experience is preferred.
- Must have a valid Michigan Driver's license, reliable transportation, and willingness to transport clients as needed.
- Must have excellent job attendance history, professional demeanor and appearance.
- Must have an even temperament and solid interpersonal skills and must be committed to professional development.
- Must pass a criminal history background check with no felony convictions in the last ten years.
- Must have excellent people skills and communication skills.
- Must have a good job history and good job references.
- Must have a high ethical sensibility and a history of professional honesty and trustworthiness.
- Must be able to make independent judgments and quick decisions

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of Tribal members or employees of our organization.

CERTIFICATES, LICENSES, REGISTRATIONS

Must be willing to successfully complete the certification process for juvenile probation officers and caseworkers provided by Michigan Judicial Institute and also successfully complete the certification process for the utilized PBT used by tribal court.

Valid drivers license, reliable transportation, and must be insurable.

BACKGROUND

An extensive background investigation to include a criminal history check will be taken into consideration.

COMMENTS

Indian Preference will apply.