CHIPPEWA CREE TRIBAL COURT

JOB DESCRIPTION MANUAL

POSITION: Court Administrator (AKA Executive Director)

DEPARTMENT: Judicial

ACCOUNTABLE TO: Judicial Commission and CCT Chief of Staff

SUMMARY OF WORK: This position is responsible for administering the Chippewa Cree Tribal Court, which will include the supervision of all court personnel.

JOB CHARACTERISTICS:

Nature of Work: This position performs administrative duties, which requires attention to accuracy, detail and timeliness. The work is conducted in doors during a flexible work shift. Position is management and may require extended hours. Work performed is an office setting.

Personal Contacts: Daily contact with staff, tribal employees, the public and Tribal Officials through face-to-face contact, by telephone, and written communication. Monthly meetings with the Judicial Commission and weekly or biweekly meetings with staff or as deemed necessary. Works closely with the Judicial Commission to assure goals, objectives, workload and financial management criteria is being fulfilled.

Supervision Received: General supervision from the Judicial Commission Chairperson

Supervision Exercised: Daily supervision of all staff, excluding clerks and judges.

Essential Functions: This position requires the ability to communicate orally and in writing; read and review written material /instructions; understand and generate financial reports, budgets, modifications, perform mathematical computations, compose correspondence, supervises staff; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains program objectives.
- Maintains comprehensive permanent records.
- Ensures sound accounting principles are applied to fiscal management.
- Adheres to standards of confidentiality.
- Performs supervisory duties that enhance the productivity and morale of the department.
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives.

- Supervises program planning and development to ensure consistency with program objectives.
- Responsible for formulating the overall administrative and operating policies pertaining to the Chippewa Cree Tribal Court System.
- Exercise supervisory control and personnel direction over all staff (excluding clerks and judges) employed in the Judicial Department including conducting probationary and annual evaluations, temporarily hire, give promotions, and lay off, disciplinary actions such as: oral reprimand, written reprimand/corrective action plan, suspension without pay, demotion and termination per Personnel Policies and Procedures.
- Responsible for overseeing Lay Advocate/Attorney application process, administering CCT Court Bar Exam, grading the bar exam, process and investigate complaints against Lay Advocates/Attorneys, monitoring eligibility to practice in the CCT Court which includes writing letters of disciplinary, reprimand and disbarment for violations of the CCT Law & Order Code and Code of Conduct.
- Advises Tribal Judges on criminal and civil cases/procedures, interpretations and application statutes.
- Conducts research on legal/factual issues on cases before the Chippewa Cree Tribal Court and the Appellate Court System.
- Serves as the Administrator in the Court of Appeals and responsible for processing the appellate court case file.
- Develops programs and budgets for the Tribal Court System.
- Develops and maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe, including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals, for use by the public, attorneys, clerks and judges.
- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Ensures that any amendments or modifications to the Chippewa Cree Law & Order ordinances are incorporated into existing laws and ordinances and that any such amendments or modifications are implemented by the Chippewa Cree Courts.
- Supervise and define the duties of all staff, revise as necessary.
- Develop and oversee an annual budget for the operation of the Tribal Court System for submittal to the Judicial Commission for approval.
- Responsible for generating financial statements.
- Composes correspondence and maintains a well-organized department.
- Signs purchase orders, check requests, employee leave slips and time sheets.
- Performs other duties as assigned by the Judicial Commission.

JOB REQUIREMENTS:

Knowledge: This position requires the knowledge of administrative law procedures and methods; of/or ability to learn the Chippewa Cree Tribal Law & Order Code, Federal and State Laws; of techniques/practices of legal research, writing, citation and documentation; of negotiation and mediation techniques; of supervision; of budgets/modifications; of all legal documents; of financial and office management; and financial reports.

Skills: This position requires effective skills involving word processors, typewriter and miscellaneous office equipment.

Abilities: This position requires the ability to: write clearly and concisely; organize written and oral presentations for clarity; to analyze all types of legal and administrative documents and factual situations to determine what legal concepts apply and what additional research or investigation is necessary using sound judgment; establish and maintain an effective working relationship with employees, government officials, other agencies and the public; to administer a well organized, efficient judicial department.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor's Degree in Business or related field.
- Minimum of three years in experience in an administrative capacity.
- Knowledge of budgets/modifications
- Must have an extensive financial background.
- Must have extensive experience in office management.
- Must possess excellent organizational skills.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must have supervisory experience.
- Must possess knowledge of personnel management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to create data bases, excellent computer skills).
- Must possess knowledge of record keeping.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must report writing skills.
- Must be in good health and good attendance.
- Must be dependable.
- Indian preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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:

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Establishes and maintains program objectives.
- Maintains comprehensive permanent records.
- Ensures sound accounting principles are applied to fiscal management.

- Adheres to standards of confidentiality.
- Performs supervisory duties that enhance the productivity and morale of the department.
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives.
- Supervises program planning and development to ensure consistency with program objectives.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.

POSITION: Chief Judge

DEPARTMENT: Judicial

ACCOUNTABLE TO: Judicial Commission

SUMMARY OF WORK: Acts as the Chief Judge on the Chippewa Cree Tribal Court on the Rocky Boy Indian Reservation, Rocky Boy, Montana as prescribed by law. Supervises the Associate Judge(s), clerk(s) and Process Server.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional and legal duties involving judgments in hearing cases and rendering decisions involving laws and ordinances. This requires attention to accuracy, detail, timeliness and confidentiality. This work is performed within an office setting, which handles a heavy workload. This position requires the ability to deal with the public and to handle stress.

Personal Contacts: Daily contact with staff, tribal employees, the public and Tribal Officials through face-to-face contact, by telephone, and written communication. Monthly meetings with the Judicial Commission, weekly or bi-weekly meetings with staff as deemed necessary. Daily contact with the public and coordination of duties with the Chief Judge and other Associate and Tribal Court staff, Tribal Prosecutor, tribal members and other public service agencies.

Supervision Received: Minimum supervision from the Judicial Commission Chairperson

Supervision Exercised: Associate Judge(s), Clerk(s) and Process Server.

Essential Functions: This position require the ability to hear court cases and render decisions based on the Chippewa Cree Law & Order Code and all Tribal Ordinances, decisions may be based upon Tribal, Federal and State Laws depending on jurisdiction, review written material, communicate, interpret, apply rules and regulation (Rules of the Court), handles stressful situations.

AREAS OF JOB ACCOUNTABILITY, PERFORMANCE AND STANDARDS:

Evaluation of this 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:

- Organizes proceedings by enumerating rules and procedures; planning schedules; arranging hearings; court personnel and assembling potential jurors;
- Determines probable cause by examining accusations, charges and evidence;
- Conducts proceedings by listening to arguments; rules on admissibility of evidence; resolving objections; maintaining order;
- Prepares jury by conducting selection; issuing and explaining instructions and rules;
- Renders judgment by weighing arguments and evidence; studying relevant cases; polling jury, writing and announcing opinion;
- Sentences defendant by applying statutes and guidelines; considering extenuating and mitigating circumstances; determining settlement;
- Enforces judgment by follow-up and requiring compliance;

- Completes reports by entering required information;
- Improves judicial system by recommending changes in law, guidelines, and procedures;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; benchmarking state of the art practices; participating in professional societies;
- Contributes to team effort by accomplishing related results as needed;
- Maintains accurate and timely records;
- Prepares and submits accurate and timely reports;
- Deals tactfully and courteously with the public;
- Observes work hours and demonstrates punctuality;
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives;
- Conducts research on legal/factual issues on cases;
- Maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe, including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals;
- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Performs other duties as assigned by the Judicial Commission.
- Must have clear background check.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of Tribal Law and Order Code, Federal and State Laws, Tribal Ordinances, Indian Child Welfare Act of 1978 including human service role, child development and parental bonding, child protection and permanency planning, Fish & Wildlife Code, Corporation Charters, customs of Chippewa Cree Indian community, criminal and civil proceedings, legal office procedures, report writing, office management, financial management, administrative and personnel management.

Skills: This position requires effective skills involving word processors, maintaining files and using miscellaneous office equipment.

Abilities: This position requires the ability to communicate effectively orally and in writing; comprehend written laws and ordinances; perform complex legal work; handle stressful situations; administer a department; manage personnel utilize a word processor in performance

of work load; exercise sound and legal judgment; set priorities; work with general supervision, and maintain effective working relationships with employees, supervisors and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- A minimum of a Juris Doctorate Degree in Law.
- No less than five (5) years work experience in a Tribal Court System.
- Knowledge of Tribal, Federal and State Laws including jurisdiction.
- Knowledge of Rules of Court.
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence.
- Knowledge of Indian Child Welfare Act of 1978.
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law and Order Code, and Fish & Wildlife Code.
- Ability to apply the Laws of the United States, law enumerated in the Tribal Code of the Chippewa Cree Indian Reservation and/or customs of the Chippewa Cree Indian Community including regulations of the Interior Department and the State of Montana when applicable.
- Must be at least 25 years of age or older, be of good moral character and integrity and be capable of carrying out the duties of the office.
- Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must possess knowledge of case management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to navigate a databases, excellent computer skills).
- Must possess knowledge of record keeping.
- Must report writing skills.
- Must be in good health and good attendance.
- Must be dependable.

POSITION: Associate (Special) Judge(s)

DEPARTMENT: Judicial

ACCOUNTABLE TO: Chief Judge

SUMMARY OF WORK: Acts as one of the Associate Judges on the Chippewa Cree Tribal Court on the Rocky Boy Indian Reservation, Rocky Boy, Montana as prescribed by law.

JOB CHARACTERISTICS:

Nature of Work: This position performs professional and legal duties involving judgments in hearing cases and rendering decisions involving laws and ordinances. This requires attention to accuracy, detail, timeliness and confidentiality. This work is performed within an office setting, which handles a heavy workload. This position requires the ability to deal with the public and to handle stress.

Personal Contacts: Daily contact with staff, tribal employees, the public and Tribal Officials through face-to-face contact, by telephone, and written communication. Monthly meetings with the Judicial Commission, weekly or bi-weekly meetings with staff as deemed necessary. Daily contact with the public and coordination of duties with the Chief Judge and other Associate and Tribal Court staff, Tribal Prosecutor, tribal members and other public service agencies.

Supervision Received: Minimum supervision from the Chief Judge.

Supervision Exercised: None exercised.

Essential Functions: This position require the ability to hear court cases and render decisions based on the Chippewa Cree Law & Order Code and all Tribal Ordinances, decisions may be based upon Tribal, Federal and State Laws depending on jurisdiction, review written material, communicate, interpret, apply rules and regulation (Rules of the Court), handles stressful situations.

AREAS OF JOB ACCOUNTABILITY, PERFORMANCE AND STANDARDS:

Evaluation of this 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:

- Organizes proceedings by enumerating rules and procedures; planning schedules; arranging hearings; court personnel and assembling potential jurors;
- Determines probable cause by examining accusations, charges and evidence;
- Conducts proceedings by listening to arguments; rules on admissibility of evidence; resolving objections; maintaining order;
- Prepares jury by conducting selection; issuing and explaining instructions and rules;
- Renders judgment by weighing arguments and evidence; studying relevant cases; polling jury, writing and announcing opinion;
- Sentences defendant by applying statutes and guidelines; considering extenuating and mitigating circumstances; determining settlement;
- Enforces judgment by follow-up and requiring compliance;
- Completes reports by entering required information;

- Improves judicial system by recommending changes in law, guidelines, and procedures;
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications; establishing personal networks; benchmarking state of the art practices; participating in professional societies;
- Contributes to team effort by accomplishing related results as needed;
- Maintains accurate and timely records;
- Prepares and submits accurate and timely reports;
- Deals tactfully and courteously with the public;
- Observes work hours and demonstrates punctuality;
- Establishes and maintains effective working relationships with fellow employees, supervisors, the public, governmental and state entities and other tribal program representatives;
- Conducts research on legal/factual issues on cases;
- Maintains a law library which contains laws, resolutions, and ordinances of the Chippewa Cree Tribe, including judicial decisions rendered by the Chippewa Cree Tribal or any Court of Appeals;
- Ensures that all laws and ordinances passed by the Chippewa Cree Tribe are implemented and enforced by the Chippewa Cree Tribal Court System and law enforcement agencies.
- Accepts assigned court cases from the Chief Judge.
- Performs other duties as assigned by the Chief Judge.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of Tribal Law and Order Code, Federal and State Laws, Tribal Ordinances, Indian Child Welfare Act of 1978 including human service role, child development and parental bonding, child protection and permanency planning, Fish & Wildlife Code, Corporation Charters, customs of Chippewa Cree Indian community, criminal and civil proceedings, legal office procedures, report writing, office management, financial management, administrative and personnel management.

Skills: This position requires effective skills involving word processors, maintaining files and using miscellaneous office equipment.

Abilities: This position requires the ability to communicate effectively orally and in writing; comprehend written laws and ordinances; perform complex legal work; handle stressful situations; administer a department; manage personnel utilize a word processor in performance of work load; exercise sound and legal judgment; set priorities; work with general supervision, and maintain effective working relationships with employees, supervisors and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Preferred Juris Doctorate Degree in Law or Judicial certificate from an accredited university.
- Must have extensive tribal judicial experience and be in good standing to preside over tribal court.
- No less than five (5) years work experience in a legal setting.
- Knowledge of Tribal, Federal and State Laws including jurisdiction.
- Knowledge of Rules of Court.
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence.
- Knowledge of Indian Child Welfare Act of 1978;
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law and Order Code, and Fish & Wildlife Code;
- Ability to apply the Laws of the United States, law enumerated in the Tribal Code of the Chippewa Cree Indian Reservation and/or customs of the Chippewa Cree Indian Community including regulations of the Interior Department and the State of Montana when applicable;
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must be at least 25 years of age or older, be of good moral character and integrity and be capable of carrying out the duties of the office.
- Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe.
- Ability to maintain confidentiality.
- Ability to work under stressful conditions.
- Must possess knowledge of case management.
- Must possess knowledge of the Privacy Act and Freedom of Information Act.
- Must possess good communication skills.
- Ability to work cordially and effectively with staff and the public.
- Must be computer literate (ability to navigate court data bases, excellent computer skills).
- Must possess knowledge of record keeping.
- Must report writing skills.
- Must be in good health and good attendance.
- Must be dependable.

POSITION: Clerk of Court (4)

DEPARTMENT: Judicial

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position performs professional, legal, accounting and clerical duties in processing court cases before the Tribal Court and is responsible for the overall supervision and operation of the court.

JOB CHARACTERISTICS:

Nature of Work: This position is responsible for following the Tribal Court Clerk of Court Manual in dealing with court case processing and sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

Personal Contacts: Daily contact with the public and coordination of duties with the three Tribal Judges, Tribal Prosecutor, tribal court employees, tribal members, and other public service agencies.

Supervision Received: Court Administrator. Daily instructions by Chief Judge.

Essential Functions: This position requires ability to receive and process court cases, keep records and maintain court docket, operate a computer, review written material, communicate, schedule meetings and hearings, type, file and sort, interpret, apply rules and regulations, and handle stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Must follow the Tribal Court Clerk of Court Manual;
- Renders assistance to the court, tribal police force, and individual tribal members in drafting of: a.) orders, b.) subpoenas, c.) warrants, d.) commitments, e.) any other documents incidental to the lawful function of the Tribal Court;
- Attends and keeps a written record of all court proceedings;
- Administers the oath to witness;
- Maintains standards of confidentiality;
- Collects receipts for fines paid and pays out all fees authorized by regulations;
- Makes an accounting of these fees to the disbursing agent of the Tribe and to the Judicial Commission, Budget Committee and Business Committee;
- Responsible for scheduling of all hearings and contested matters;
- Responsible for court records, certification, and assuring their proper availability to parties;
- Transcribes records through whatever machinery or methods are at the disposal of the Court;
- Responsible for filing and drafting of complaints, render general assistance to the Court;
- Maintains a filing system utilizing a chronological numerical and alphabetized filing system outlined in the Tribal Court Clerk of Court Manual;

- Types correspondence and drafts legal documents;
- Creates and encodes information into the Fullcourt data base including name, dates, charges, disposition, etc.;
- Performs general office duties including receiving all incoming phone calls;
- Operates a fax machine, calculator, recording equipment, and general office equipment;
- Must not use alcohol and/or non prescriptive drugs while employed or termination will be enforced.
- Administers the oath to all witnesses and jury members.
- Notifies all parties of court proceedings in a timely manner following the Chippewa Cree Tribe Law & Order Codes.
- Organizes office cash management procedures such as record bookkeeping using Fullcourt, preparation of collection of child support, fines, filing fees.
- Process of payroll timesheets and disbursement of payroll checks.
- Processes purchase order for requisition of supplies.
- Processes account payables and receivables including purchase orders, check requests, and deposits.
- Will coordinate the activities relating to accounting, fiscal reporting, cash management, fines, and surety and cash bond collections.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Other duties assigned related to position.

JOB REQUIREMENTS:

Knowledge: The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. and ***Full Court*** data management software; legal terminology; standards regulating confidentiality and release of information; Indian Child Welfare Act, Indian Civil Rights Act, Privacy Act and Freedom of Information Act; legal regulations regarding public records; business English; spelling; composition; grammar; office management; and records management. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

Skills: This position requires skills in typing, word processing, maintaining files, and using various office machines which includes 12 key calculator, mail register, typewriter, word processor, fax machine, and shredder.

Abilities: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; perform complex legal work; handles stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; and maintain effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

- Preferred Paralegal Degree and/or certificate Clerk of Court Certificate and/or Associate Degree Criminal Justice

- Five years' experience working for a court system or tribal system can be substituted for education.
- Knowledge of legal terminology.
- Must have experience with a database and/or computer systems.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with the Chippewa Cree Law & Order Code.
- Clear background required, must be bondable.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Indian preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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:

- Maintains accurate and timely records.
- Submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Is able to work with stressful situations.
- Forwards paperwork to appropriate person in a timely and efficient manner.
- Works with general supervision.
- Demonstrates good time management.
- Performs detailed work with accuracy.
- Adheres to standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

POSITION: Administrative Assistant/Security Officer/24/7 Program Coordinator

DEPARTMENT: Tribal Court

ACCOUNTABLE TO: Tribal Court Administrator

SUMMARY OF WORK: This position is responsible for running and coordinating the day-to-day administrative duties of the Tribal Court when the Executive Director/Court Administrator is absent. Performs the following duties: oversees clerks, processes check requests, timesheets, invoices, scheduling meetings and conferences, managing and distributing information within an office and completes a variety of administrative duties. Communicate with staff and vendors for supply purchases, equipment maintenance, and building maintenance. Serves as an admin assistant for the Public Defender's Office and assists the Public Defender gather and compile public defense intake applications. Communicate with Public Defender's clients when the Public Defender is not available. This position performs technical duties in the enforcement of laws, security and assists other officers. Enforces laws and apprehends and arrests violators of the law. This position has numerous contacts with the general public who may be uncooperative and dangerous. Position requires ability to work long hours, changing shifts, holidays and during severe weather conditions. This position requires moderate to extreme levels of physical fitness and stamina to perform the duties of the job.

JOB CHARACTERISTICS:
Nature of Work: This position requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

Personal Contacts: Daily contact with the public, Healing to Wellness Court staff, Tribal personnel, the Tribal Court Administrator and Project Coordinators. Periodically contact with the Judicial Commission.

Supervision Received: Daily instructions and supervision by the Court Administrator.

Essential Functions: This position requires the ability to keep the Tribal Court clerks' office organized and must have organization skills, communication skills and the capacity to manage several tasks or requests simultaneously. Soft skills such as being professional and exceptional with time management are also valuable sensitive information, gather, compile enter and analyze data, create reports, keep records, operate a computer, review written material, communicate, schedule meetings, type, file, short, interpret and apply rules and regulations, and handle stressful situations.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:
- Shall maintain order in court setting.
- Prevents crimes or disturbances and arrests violators during the course of any court proceedings.
- Oversees 24/7 clients for compliance
- Must familiarize self with the reservation and persons living on the reservation.
- Is required to note suspicious persons/establishments and report these to the supervisor.
- Reports hazards that endanger public safety with the tribal court area.

- Reports to the scene of accidents within the tribal courts area; renders first aid to injured individuals.
- Warns or arrests persons in violation of laws and ordinances during court proceedings.
- Serves court papers to residents when the Court Processor/Server is absent from the Chippewa Cree Tribal Courts; writes and files daily activity and offense incident reports to the supervisor.
- Performs other duties relating to law enforcement as may be directed by the Court Administrator.
- Schedules meetings and appointments
- Takes notes and minutes in meetings
- Orders and takes stock of office supplies
- Preparing documents for meetings and business trips
- Processing and directing mail and incoming packages or deliveries
- Writing and issuing emails to staff regarding timesheets, telework logs and leave slips
- Maintain standards of confidentiality.
- Maintain a filing system utilizing a numerical and alphabetized filing system for employees' files, Judicial Commission meetings, bonds, venders and other correspondence needing to be kept on file.
- Types and files correspondence.
- Perform general office duties such as making copies, faxing documents, etc.
- Operate a fax machine, calculator, recording equipment, copier, computer, and general office equipment.
- Retrieves messages from voice mail and forwards to appropriate personnel.
- Answers incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department as needed.
- Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.
- Answers questions about organization and provides callers with address, directions, and other information.
- Receives, sorts, and routes mail; maintains and routes publications.
- Maintains fax machines, assists users, sends faxes, and retrieves and routes incoming faxes.
- Prepares check, purchase order and travel vouchers.
- Collects time sheets to be processed.
- Orders, receives, and maintains office supplies.
- Creates and prints fax cover sheets, memos, correspondence, reports, and other documents.
- Performs other clerical duties such as filing, photocopying, and collating.
- Serves as the Appellant Court Administrator when conflicts arise with the Court Administrator or when the Court Administrator is absent.
- Responsible for court records, certification, and assuring their proper availability to all parties.
- Transcribe judicial commission meeting minutes and court hearing through whatever machinery or methods are at the disposal of the Court.
- Maintain a filing system utilizing a numerical and alphabetized filing system.
- Type correspondence and draft legal documents.
- Create and encode information into a database, including name, dates, charges, disposition, treatment plan, etc.
- Perform general office duties.
- Prioritize workload.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated

investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Perform other related duties as required.

JOB REQUIREMENTS:

Knowledge: The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. legal terminology; standards regulating confidentiality and release of information; Privacy Act and Freedom of Information Act; legal regulations regarding public records; business English; spelling; composition; grammar; office management; and records management. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

Skills: This position requires telephone etiquette. Skills in typing, word processing, data entry, maintaining files, and using various office machines, which includes 12 key calculator, mail register, typewriter, work processor, computer, fax machine, and shredder.

Abilities: This position requires the ability to supervise employees and communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; perform complex legal work; handle stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:
The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:
- Associates Degree in Secretarial Technology or Science or in a related field.
- Preferred Police Academy certificate or 2 years law enforcement experience.
- Knowledge of legal terminology.
- Two years' experience in secretarial or office management preferred.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Clear background required; must be bondable.
- Must never have been convicted of embezzlement, theft, or fraud.
- Must not have a felony conviction within the past five years.
- Must not have any misdemeanor convictions within the past year.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:
Evaluation of this 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.

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Attend and keep a written record of all court proceedings.
- Administer the oath to witnesses.
- Maintain standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

POSITION: Public Defender

DEPARTMENT: Judicial

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position will serve as legal defense counsel for members of the Chippewa Cree Tribe who are income eligible to receive services and who have charges filed against them in the Tribal Court involving criminal cases.

JOB CHARACTERISTICS:

Nature of Work: This position will act as an advocate for the defendant, conduct research, interview, and present evidence and argue cases before the court; responsible for sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public, work under stressful conditions, and operate a computer and typewriter. The position must prioritize and complete numerous duties in a limited time frame.

Personal Contacts: Daily contact with the public, Tribal Court staff, Chief Judge, Associate Judges, Tribal Prosecutor, tribal members and other public service agencies.

Supervision Received: Court Administrator

Essential Functions: This position requires ability to receive and process court cases, keep records and maintain court docket, operate a computer, review written material, communicate, schedule meetings and hearings, type, file and sort, interpret, apply rules and regulations, and handle stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Counsel tribal members as to their rights.
- Advise tribal members in matters pertaining to their defense.
- Serve as defense counsel.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of the Law & Order Code, Federal and State Laws, Tribal Ordinances, Indian Child Welfare Act of 1978 including human service role, child development and parental bonding, child protection and permanency planning. Fish & Wildlife Code, Corporate Charters, customs of the Chippewa Cree Indian community, criminal and court proceedings, legal office procedures and report writing.

Skills: This position requires skills in typing, word processing, maintaining files and using various office machines.

Abilities: This position requires the ability to communicate effectively orally and in writing; comprehend written laws and ordinances; perform complex legal work; handle stressful situations; set priorities; work with minimal supervision; maintain effective working relationships with employees, supervisors and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Minimum of Associate Degree in Criminal Justice or related field;
- Knowledge of Tribal, Federal and State Laws including jurisdiction;
- Knowledge of the Rules of the Court;
- Ability to understand the justice system processes pertaining to civil and criminal procedures and rules of evidence;
- Knowledge of the Indian Child Welfare Act of 1978;
- Knowledge of Tribal Governments, Courts, Tribal Constitution, Corporate Charters, Tribal Law & Order Code and Fish & Wildlife Code;
- Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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:

- The public defender shall represent individuals who qualify for the Public Defenders Program utilizing the Application for Public Defender eligibility form.
- Represent defendants accused of crimes in the Chippewa Cree Tribal Court, with written consent of the defendant.
- Representation shall be provided, by the Court assigned Public Defender, at all stages of the proceeding following the filing of a complaint and Notice of Representation.
- The tribal public defender shall take all necessary steps to investigate the facts of each case to make sure each case is fairly presented from the side of the defense.
- Public Defender must provide their clients with the highest quality representation. They are expected to be timely in filing all submission to the court. Using the correct heading and elements required in each filing.
- Provides legal counsel and representation to adults accused of criminal offenses accused of delinquent acts
- Examines evidence and prepares and presents cases for the defense in criminal actions / delinquency actions

- Review police reports
- Draft motions, legal memorandums, and other pleadings
- Conducts client and witness interviews
- File pretrial motions
- Identifies appropriate sentencing alternatives for clients and assists with getting clients into treatment
- Appear in court on a daily basis
- Ability to argue legal positions effectively and persuasively, recognize, formulate and implement viable case defense theories, investigations and litigation strategies
- Ability to communicate effectively both orally and in writing, multi-task, prioritizes assignments, and remains organized.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Performs assigned duties.
- Maintains accurate and timely records.
- Submits accurate and timely records.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Accepts assigned court cases from the Chief Judge.
- Is able to work in stressful situations.
- Forwards documents to appropriate personnel.
- Adheres to standards of confidentiality.
- Must have clear background check.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

POSITION: Bailiff/ Court Processor Server

DEPARTMENT: Judicial Department

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position performs technical duties in the enforcement of laws, security and assists other officers. Enforces laws and apprehends and arrests violators of the law. This position has numerous contacts with the general public who may be uncooperative and dangerous. Position requires ability to work long hours, changing shifts, holidays and during severe weather conditions. This position requires moderate to extreme levels of physical fitness and stamina to perform the duties of the job. This position performs law enforcement work within the Tribal Court system and sensitive court proceedings This position is also responsible for serving court documents and correspondence for the Chippewa Cree Tribal Courts, Rocky Boy Police Department and Tribal Office Departments. This position performs technical duties in the enforcement of laws, security and assists other officers. Enforces laws and apprehends and arrests violators of the law. This position has numerous contacts with the general public who may be uncooperative and dangerous. Position requires ability to work long hours, changing shifts, holidays and during severe weather conditions. This position requires moderate to extreme levels of physical fitness and stamina to perform the duties of the job.

JOB CHARACTERISTICS:

Nature of Work: This position performs duties of serving documents which require attention to accuracy, detail, timeliness, and especially confidentiality. The position performs these duties adverse working conditions associated in dealing with disgruntled community members. Must also work during severe weather conditions. This position is subject to on call as required.

Personal Contacts: Daily contact with the public and frequent contact with police, judicial and business and administrative department personnel.

Supervision Received: General Supervision by the Court Administrator

Essential Functions: This position requires the ability to communicate orally and in writing, review written material, understand complex ordinances and laws, exercise good judgment, and make sound decisions; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

Serves documents to the public including Notice to Appear; Affidavit of Service; Temporary Restraining Order; Civil Complaints; Notice of Continuance; Temporary Custody Order; Warrants; Notice of Hearings; Jury Papers; Subpoena; Notice of Probate; Impound Order and other documents so mandated by the Court Administrator.

- Must familiarize self with the reservation and persons living on the reservation.
- Is required to note suspicious persons/establishments and report these to the supervisor.

- May assist as security within the Courts as requested.
- Serves court papers on residents, writes and files daily activity and offense incident reports to the supervisor.
- Shall maintain order in court setting.
- Prevents crimes or disturbances and arrests violators during the course of any court proceedings.
- Is required to note suspicious persons/establishments and report these to the supervisor.
- Reports hazards that endanger public safety with the tribal court area.
- Reports to the scene of accidents within the tribal courts area; renders first aid to injured individuals.
- Warns or arrests persons in violation of laws and ordinances during court proceedings.
- Serves court papers to residents; writes and files daily activity and offense incident reports to the supervisor.
- Demonstrates physical strength to perform duties.
- Enforces tribal laws and assists tribal police in investigations of alleged crimes.
- Apprehends and arrests violators of the law.
- Maintains positive relations with the general public and other Government Agencies.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Performs other duties relating to law enforcement as may be directed by the Court Administrator.

JOB REQUIREMENTS:

Knowledge: This position requires considerable knowledge of departmental rules; regulations, policies, and procedures; applicable tribal, state, and federal laws; modern law enforcement principles and practices; and geographical areas of the Rocky Boy's Indian Reservation and residents of the community.

Skills: This position requires skills in use of typing, two-way radio operations, departmental vehicles and equipment operation, first aid and CPR techniques.

Abilities: This position requires the ability to think quickly and take proper action' deal with situations in a firm and courteous manner; remain calm in stressful situations; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

EDUCATION AND EXPERIENCE: The above knowledge, skills and abilities are typically acquired through combination of education and experience equivalent to:

- Minimum High School Diploma or GED;
- Preferred Law Enforcement Police Academy graduate or law enforcement experience..
- Must be capable of passing the required training within 60 days of employment.
- Must possess first aid/CPR within 60 days of employment (provided the supervisor has set up the training schedule as required.)
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement.

- Must sign and adhere to the Codes of Conduct for departmental staff.
- Must adhere to the Confidentiality Agreement.
- Must have a valid Montana Driver's License.
- Must be 18 years of age or older.
- Must be in sound physical and mental condition.
- Must pass a physical examination and the Physical Efficiency Test Battery Requirements on an annual basis.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.

JOB PERFORMANCE STANDARDS:

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

- Performs assigned duties.
- Maintains accurate and timely records.
- Prepares and submits accurate timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Provides for safety and wellbeing of life and property.
- Remains calm in stressful situations.
- Demonstrates physical strength to perform duties
- Serves documents to residents as required in assigned areas within the jurisdiction of the reservation.
- Adheres to standards of confidentiality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving.
- Must not have been convicted of any misdemeanor within the past three years and never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct and Confidentiality Agreement
- Must not use alcohol and/or non -prescriptive drugs while employed or termination will be enforced.
- DRUG TESTING: Subject to drug testing as outlined in Drug Ordinance 1-99.
- Must sign and adhere to the Judicial Codes of Conduct.

POSITION: Probation Officer

DEPARTMENT: Judicial Department

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position is responsible for supervising probation clients, the daily management of the probation department, working closely with offenders and families involving case management and establishing and monitoring sentencing and services as well as other duties listed below.

JOB CHARACTERISTICS:

Nature of Work*:* This position manages daily operation of the probation department, enforces compliance with sentencing terms for offenders, conducts and schedules individual needs assessments, directs the collection of data pertinent to individual services such as judicial record, school progress/attendance, health records, etc. Acts in a supervisory capacity to all other Probation/Compliance Officers.

Personal Contacts*:* Daily contact with the all-Tribal Departments, adult & offenders, public, court employees, and families, also with community resources such as schools, churches, CDC, Social Services and Law & Order.

Supervision Received: Receives general supervision from the Court Administrator.

Supervision Exercised: None

Essential Functions: This position must have management capabilities, be computer literate, be able to communicate orally and verbally with community members, keep clientele records; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Manages daily operation of Probation Department and clients.
- Conduct intake and CAIS/JAIS assessments.
- Conduct pre-sentence investigations.
- Scheduled any further assessments necessary to determine individual needs.
- Directs collection of data relating to each participant which is relevant in determining the types of services needed such as judicial record, school progress/attendance, health records, etc.
- Establish a schedule or timeframe for the participant to meet all requirements of the alternative sentence. (e.g., curfew, victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, etc.)
- Establish a set of sanctions which will be imposed for noncompliance to plan.
- Establish a set of incentives for each level of compliance achieved by the participant.
- Establish schedule for family involvement in the counseling, training and progress review.
- Responsible for the development of Probation policies and procedures and methods to ensure that appropriate services are provided to each participant.

- May require the scheduling of other resources such as mental health program.
- Ensure individual counseling sessions with the participant are completed on a weekly basis until sufficient progress is recorded.
- Group counseling may include peer, family and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as:
- Life skills training to include topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training.
- Responsible for establishing and monitoring of ancillary services to be provided to build competencies. Activities may include:
  - Family strengthening activities
  - Cultural mentoring program
  - Participation in organized activities.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to the measure compliance to alternative sentence activities. Noncompliance will be reported immediately to allow the staffing team to discuss planned sanctions and other corrective actions with the presiding judge.
- Develop and implement Data Base system for baseline information.
- Implement Monthly Reporting system.
- Submit required reports to Court Administrator.
- Incumbent will secure specific participant information/data including eligibility, consents parental consent, release of confidential information forms.
- Responsible for assessments, compliance reports and records regarding each participant's activities while involved in the program.
- Assist with the identification and development of the various agreements with local, state and tribal agencies through coordination with the Drug Court Team.
- Incumbent will provide monthly reports of all project activities, as well as statistical reports of clients served.
- Assist with establishing a referral system.
- Incumbent will participate in the adolescent screening committee meetings, staff meetings and client staffings.
- Incumbent will provide services after regular hours when directed for program purposes.
- Incumbent will refer client families to recreational and cultural activities.
- Incumbent will use the chain of command as stated in program structure.
- Incumbent will ensure diplomacy and professionalism to the growth o the program.
- Incumbent will follow the scope of the work plan for the Adult Healing to Wellness Tribal Program Timetable.
- Other duties assigned by supervisor or Drug Court Team.

JOB REQUIREMENTS:

Knowledge*:* This position requires an understanding of the Tribal Law & Order Codes, tribal ordinances, criminal and civil proceedings and computer systems.

Skills*:* This position requires supervisory and management skills. This position also requires skills in data collection and management, reporting, word processing, filing, written and verbal communication skills.

Abilities: This position requires the ability to communicate effectively orally and in writing, follow verbal and written instructions, collect and maintain data, complete required reporting functions, maintain confidentiality, use a computer, complete tasks in a timely manner, establish effective working relationships with fellow employees, supervisors and the public.

EDUCATION AND EXPERIENCE:
The above knowledge, skills and abilities are typically acquired through a combination of education and experience to:

- High school diploma or GED.
- 2-year degree in related field preferred.
- Must be capable of passing required probation academy training within one year of duty.
- Must possess First Aid/CPR within 60 days of employment.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adheres to the Codes of Conduct.
- Must have a Government Driver's License or able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:
Evaluation of this position will be bases 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.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Provides for safety and wellbeing of life and property.
- Remains calm in stressful situations.
- Adheres to standards of confidentiality.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving Must NOT have been convicted of any misdemeanor in the past three years and never been convicted of a felony.
- Must not use alcohol and/or non prescriptive drugs while employed or termination will be enforced.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

POSITION: Juvenile Probation Officer/Process Server

DEPARTMENT: Judicial Department

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position is responsible for supervising juvenile probation clients, the daily management of the probation department, working closely with offenders and families involving case management and establishing and monitoring sentencing and services as well as other duties listed below. This position will also assist the Process Server serve court documents.

JOB CHARACTERISTICS:

Nature of Work*:* This position manages daily operation of the probation department, enforces compliance with sentencing terms for offenders, conducts and schedules individual needs assessments, directs the collection of data pertinent to individual services such as judicial record, school progress/attendance, health records, etc. Acts in a supervisory capacity to all other Probation/Compliance Officers.

Personal Contacts*:* Daily contact with the all-Tribal Departments, adult & offenders, public, court employees, and families, also with community resources such as schools, churches, CDC, Social Services and Law & Order.

Supervision Received: Receives general supervision from Court Administrator

Essential Functions: This position must have case management capabilities, be computer literate, be able to communicate orally and verbally with community members, keep clientele records; communicate effectively orally and in writing; follow verbal and written instructions; assist victims in accidents per training requirements; maintain positive relations with the general public and a professional relationship with other government and law enforcement agencies; and establish effective working relationships with fellow employees, supervisors and the public.

AREAS OF ACCOUNTABILITY AND PERFORMANCE:

- Conduct intake, JAIS and CAIS assessments.
- Monitor 24/7 probation clients
- Scheduled any further assessments necessary to determine individual needs.
- Directs collection of data relating to each participant which is relevant in determining the types of services needed such as judicial record, school progress/attendance, health records, etc.
- Establish a schedule or timeframe for the participant to meet all requirements of the alternative sentence. (e.g., curfew, victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, etc.)
- Establish a set of sanctions which will be imposed for noncompliance to plan.
- Establish a set of incentives for each level of compliance achieved by the participant.
- Establish schedule for family involvement in the counseling, training and progress review.
- Responsible for the development of Probation policies and procedures and methods to ensure that appropriate services are provided to each participant.
- May require the scheduling of other resources such as mental health program.

- Ensure individual counseling sessions with the participant are completed on a weekly basis until sufficient progress is recorded.
- Group counseling may include peer, family and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as:
- Life skills training to include topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training.
- Responsible for establishing and monitoring of ancillary services to be provided to build competencies. Activities may include:
  - Family strengthening activities
  - Cultural mentoring program
  - Participation in organized activities such as the Boys & Girls Club, and school functions.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to the measure compliance to alternative sentence activities. Noncompliance will be reported immediately to allow the staffing team to discuss planned sanctions and other corrective actions with the presiding judge.
- Develop and implement Data Base system for baseline information.
- Implement Monthly Reporting system.
- Submit required reports to Court Administrator.
- Incumbent will secure specific participant information/data including eligibility, consents parental consent, release of confidential information forms.
- Responsible for assessments, compliance reports and records regarding each participant's activities while involved in the program.
- Assist with the identification and development of the various agreements with local, state and tribal agencies through coordination with the Youth Healing to Wellness Court Team.
- Incumbent will provide monthly reports of all project activities, as well as statistical reports of clients served.
- Assist with establishing a referral system.
- Incumbent will participate in the adolescent screening committee meetings, staff meetings and client staffings.
- Incumbent will provide services after regular hours when directed for program purposes.
- Incumbent will refer client families to recreational and cultural activities.
- Incumbent will use the chain of command as stated in program structure.
- Incumbent will ensure diplomacy and professionalism to the growth of the program.
- Incumbent will follow the scope of the work plan for the Juvenile Healing to
- Wellness Tribal Program Timetable.
- Other duties assigned by supervisor or Court Administrator.

JOB REQUIREMENTS:

Knowledge*:* This position requires an understanding of the Tribal Law & Order Codes, tribal ordinances, criminal and civil proceedings and computer systems.

Skills*:* This position requires supervisory and management skills. This position also requires skills in data collection and management, reporting, word processing, filing, written and verbal communication skills.

Abilities: This position requires the ability to communicate effectively orally and in writing, follow verbal and written instructions, collect and maintain data, complete required reporting functions, maintain confidentiality, use a computer, complete tasks in a timely manner, establish effective working relationships with fellow employees, supervisors and the public.

EDUCATION AND EXPERIENCE:
The above knowledge, skills and abilities are typically acquired through a combination of education and experience to:

- High school diploma or GED.
- 2-year degree in related field preferred.
- Must be capable of passing required probation academy training within one year of duty.
- Must possess First Aid/CPR within 60 days of employment.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must sign and adheres to the Codes of Conduct.
- Must have a Government Driver's License or able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:
Evaluation of this position will be bases 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.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Provides for safety and wellbeing of life and property.
- Remains calm in stressful situations.
- Adheres to standards of confidentiality.
- Must have clear background check.
- Must NOT have been convicted of any misdemeanor in the past three years and never been convicted of a felony.
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.

POSITION: Children's Court Family Advocate Counselor

DEPARTMENT: Judicial

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position performs duties as an advisor and guide for youth appearing before the Chippewa Cree Tribal Court.

JOB CHARACTERISTICS:

Nature of Work: This position is responsible for sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public and work under stressful conditions. This position performs counseling duties to juveniles and families. This position must prioritize and complete numerous duties in a limited time frame.

Personal Contacts: Daily contact with the public, Tribal Judges, Tribal Prosecutor, tribal court employees, Social Services staff, and other public service agencies.

Supervision Received: Daily instruction and supervision by the Court Administrator and Admin Assistant.

Essential Functions: This position requires counseling of juveniles and families, advising them of court proceedings and options, identifying available resources, placement of children, contacting parents/guardians, exploring alternatives, conducts investigations, recommends actions, holds conferences, informs all parties involved, writes up conclusions, reviews child's progress, files petitions, writes reports, maintains files, review written material, communicates, and deals with stressful situations.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Identifies and develops resources on the Rocky Boy Indian Reservation designed to enhance each Tribal child's potential as a valuable member of the Tribal community;
- Refrains from testifying against children;
- Places a child in detention **only in the event a Risk Assessment Instrument (RAI) and complaint is completed** in accordance with Section 5.1 of the Law & Order Code or the Children's Court Orders that a child be taken into custody pursuant to Section 5.2 of the L & O Code;
- Contacts the child's parent, guardian or custodian immediate and at a recurring effort to inform them that the child has been taken into custody and then releases the child to the parent, guardian or custodian unless detention or shelter care is immediately necessary;
- In the event the child is not released to the parent, guardian, or custodian places the child in detention or shelter care pending the preliminary inquiry;
- In the event the child is not released to the parent, guardian, or custodian explores alternative pre-adjudication custody arrangements and prepares recommendations for temporary care and custody for presentation at the preliminary inquiry;
- Conducts an investigation within 24 hours of the preliminary inquiry or the release of the child to his/her parent, guardian, or custodian to determine whether the interests of the child and the public require that further action be taken;

- Upon the basis of investigation may 1) recommend that no further action be taken; or 2) suggest to the child, his parent, guardian or custodian that they appear for an informal hearing pursuant to Section 5.9 of the L & O Code; or 3) request the Presenting Officer to begin transfer to Adult Tribal Court proceedings pursuant to Section 4.2 of this Code; or 4) recommend that the Presenting Officer file a petition pursuant to Section 5.10 of this Code in the Children's Court to initiate further proceedings.
- Holds informal conferences with the child and the child's parent, guardian or custodian to discuss alternatives to the filing of a petition if: (a) the admitted facts bring the case within the jurisdiction of the Children's Court; and (b) an informal adjustment of the matter would be in the best interest of the child and the Tribe; and (c) the child and his parent, guardian or custodian consent to an informal adjustment with knowledge that the consent is voluntary;
- Notifies the child and the parent, guardian, or custodian of hearing date, time and place;
- Informs the child and his parents, guardian, or custodian of the right to retain counsel by specifically stating, "According to the Indian Civil Rights Act, you have a right to have a lawyer or other person represent you at this hearing. However, you must pay for any fees for such representation."
- Notifies the parties of available services in the event the parties are unable to pay for representation;
- Continues proceedings in the event additional time is need to seek counsel;
- Notifies the child that they may not be a witness against, nor incriminate himself;
- Allow parties to introduce evidence, to be heard on their own behalf, and to examine witnesses;
- Statements made during the informal hearing may **not** be admitted into evidence at an adjudicatory hearing or any proceedings against the child under this Code;
- At the informal hearing (a) may refer the child and the parent, guardian, or custodian to a community agency for needed assistance; or (b) order terms of supervision calculated to assist and benefit the child which regulate the child's activities and which are within the ability of the child to perform; or (c) accept an offer of restitution if voluntarily made by the child; or (d) recommend that the Presenting Officer file a petition pursuant to Section 5.10 of this Code;
- Writes up the conclusions reached at the informal hearing and the disposition agreed to by the parties for remedying the situation;
- Reviews the child's progress every thirty (30) days until 18 years of age;
- After the initial thirty (30) day period, if the Counselor concludes that positive results are not being achieved, recommends that the Presenting Officer file a petition pursuant to Section 5.10;
- Prepares a written report describing all reasonable and appropriate alternative dispositions. The report must contain a specific plan for the care of and assistance to the child calculated to resolve the problems presented in the petition;
- Presents predisposition report to the Children's Court, the representative and the Presenting Officer at least one (1) day before the dispositional hearing;
- Places a child in shelter care only in the event a complaint is filed in accordance with Section 6.1 of the Code;
- Prepares pre-termination reports;
- Consults with child's parents and all social services, health, education and other personnel who have had prior professional contacts with the child and his parents, guardian or custodian to determine whether termination of parent right is consistent with

the best interests of the child. The counselor may review any of the child's previous Children's Court records;

- Prepares written reports containing the professional opinion of all personnel with whom he has consulted. The report shall be presented to the Children's Court at least two (2) days before the termination hearing;
- Incumbent will staff weekly Children's Court cases.
- Incumbent will identify and renew partnership agreements to collaborate with all existing resources to coordinate referrals, release of information, services, follow-up, placement and documentation of services provided for Children's Court.
- Incumbent will develop a systematic action plan to share procedures and reporting methods to optimize performance standards in the delivery of services. This plan will be developed and implemented within 60 to 90 days after the start of the grant
- Incumbent will be responsible for the development of appropriate case records system, procedures for the collection of documents to ensure that each participant's case record is complete to include court orders, contracts with juvenile offender and families and release of information forms.
- Incumbent will obtain necessary training to coordinate cultural activities and system changes identified as necessary.
- Incumbent will identify and contract with Community Elders/ Cultural Consultants to coordinate cultural social gatherings spiritual ceremonies for offenders and their families to participate in.
- Incumbent will be responsible for the development of a responsive and prompt referral process for juveniles as they enter the judicial system for substance related charges which will include screening contract for admission, history of offenses and determination that the juvenile is clinically appropriate for the program.
- Incumbent Coordinator will develop survey instruments for participants', community collaborators, community members and support agencies.
- Incumbent will establish an accurate method of providing critical information regarding early identification case processing, assessment results, compliance check to include drug and alcohol testing, and the services provided to participants.
- Incumbent will track client progress and compliance checks to include monitoring drug and alcohol tests.
- Incumbent will review and recommend for purchase an appropriate computer which includes appropriate security measures to allow access to statistical data and entry procedures to ensure an accurate and complete system for the retrieval and storage of pertinent data and program records.
- Incumbent will be responsible for the establishment of FullCourt data set and the Family Advocate / Counselor will record data entry on a regular basis all juvenile demographics and substances related offences, all data related to juvenile crime, age/gender of juvenile offenders, number of rearrests and length of time between arrests and severity of crime that occur on the reservation. The Family Advocate / Counselor will be responsible for tracking the data.
- Incumbent will be responsible for data input from documents included in each participant case file.
- Incumbent will generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Incumbent will establish a report in Fullcourt necessary to collect data on rearrests, reconvictions, and/or incarceration.

- Incumbent will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management instruments.
- Incumbent will develop survey instruments and conduct interviews and collect information from all stakeholders in the program.
- Incumbent will formalize Partnership agreements with human service agencies, community-based organizations and traditional tribal leaders to assist in providing services to address the health, educations, faith, and social needs of program participants.
- Incumbent will develop and implement Full Court Database for Children's Court juvenile offenders for baseline information.
- Incumbent will review data and implement changes to meet the needs of youth and families in the program.
- Incumbent will identify and develop resources on the Rocky Boy Indian Reservation designed to enhance each Tribal child's potential as a valuable member of the Tribal community;
- Incumbent will consult with child's parents and all social services, health, education and other personnel who have had prior professional contacts with the child and his parents, guardian or custodian to determine whether termination of parent right is consistent with the best interests of the child. The counselor may review any of the child's previous Children's Court records;
- Incumbent will prepare written reports containing the professional opinion of all personnel with whom she/he has consulted. The report shall be presented to the Children's Court at least two (2) days before a hearing;
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- If time allows may perform other duties relevant to position.

JOB REQUIREMENTS:

Knowledge: This position requires a working knowledge of Tribal Law and Code, in particular the code as relating to juveniles, the Indian Child Welfare Act of 1978, court proceedings, counseling methods, Privacy Act and Freedom of Information Act with regulations regarding specific requirements for juveniles and standards regarding confidentiality,

EDUCATION AND EXPERIENCE:

- Minimum of Associate Degree in Human Services or related field;
- Three years' experience in social work or the judicial process may be substituted for educational requirements;
- Preferably computer literate and typing skills;
- Valid State Montana Driver's License and insurance, in the event transportation is needed for juveniles;
- Must not use alcohol and/or non-prescriptive drugs while employed or termination will be enforced.
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- Clear background;
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- No felony convictions within the past five years and no misdemeanor within the past year;
- Ability to communicate effectively verbally and in writing;
- Report writing skills; ability to work under stressful situations; ability to grasp legal concepts; ability to work cordially and effectively with the staff and public; good organizational skills; record management; must be drug and alcohol free; ability to maintain confidentiality; must be dependable.

Indian preference, with first preference for qualified enrolled members of the Chippewa Cree Tribe. TESTING: Subject to drug testing as outlined in Drug Ordinance 199.

POSITION: Project Coordinator Family Healing to Wellness Court – end 9-30-2028

DEPARTMENT: Tribal Court

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position shall be responsible for the day-to-day operations of the Family Healing to Wellness Drug Court Program. The coordinator will be responsible for the implementation of the activities in pursuit of the objectives of the proposed project. Family Drug Court Funded.

JOB CHARACTERISTICS:

Nature of Work: This position is required to operate at a high level of efficiency with constant application of principles and procedures as dictated by the Law-and-Order Code; Rules of Criminal Procedures; Tribal Constitution, Ordinances, and Resolutions; and Federal and State Laws. This position is on-call 24 hours, may work outside normal office hours, must be capable of handling stress, be self-motivated, and be able to work independently with minimal supervision. Deals with sensitive information which requires adherence to standards of confidentiality.

Personal Contacts: Daily contact with the public, Tribal personnel and the Tribal Courts Administrator. Periodic contact with *Wellness Coalition*. Periodic contact with federal officials and personnel.

Supervision Received: Under the immediate supervision of the Screening & Assessment Specialist. Also responsible for implementing recommendations of the Advisory Committee. Minimal supervision and instruction; must be self-motivated.

Essential Functions: This position requires the ability to communicate orally and in writing, do research, read written material, understand complex laws, attend court, and have good judgment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Submit weekly progress reports to Judge, Program Coordinator, Court Administrator and/or Admin Assistant each Tuesday afternoon for weekly team meetings to measure compliance with program requirements.
- Send client list to direct service providers to request progress of appointments, treatment plan to compile compliance report of program requirements.
- Meet weekly with Healing to Wellness Team.
- Will be responsible for the development of appropriate case records system, procedures for the collection of documents to ensure that each participant's case record is complete.
- Incumbent will be available to travel to required training.
- Incumbent will be responsible for the development of a responsive and prompt referral process for participants which will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Will work with probation officer to track client progress and implement compliance checks.
- Will be responsible for the establishment of FullCourt data set and record data.
- Incumbent will generate regular reports from data collection for review and measurement

of progress for overall case management and individual case progress.

- Will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management instruments.
- Incumbent will administer CAIS on all participants.
- Incumbent will consult with all chemical dependency, social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Submit monthly reports to Court Administrator, Judicial Commission and Wellness Coalition
- Submit quarterly reports to Court Administrator and Performance Management Reporting tools.
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Responsible for the case management of Healing to Wellness Court participants
- Responsible for research, collection, analyzes, and preserves Chippewa Cree Tribal specific methods of healing and alternative dispute resolution.
- Required to travel to numerous DOJ sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serves as resources for the program.
- Conduct community meetings to solicit support and report results of project including coordination with treatment providers
- Establish and maintain an open and progressive working relationship with the by attending *Wellness Coalition* meetings and recording committee actions on the Healing to Wellness Court.
- Responsible for following the program budget as adopted and/or amended.
- Implement evaluation system to measure project specific performance outcomes and progress in meeting objectives of the project.
- Responsible to carry out the Program Design and monitor staff performance.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: The position requires an extensive working knowledge of the Tribal Constitution and Bylaws, Law and Order Code, Criminal Procedures, Tribal Codes and Ordinances, and Federal Laws. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

Skills: This position requires skills in writing; findings of fact; good decision-making capabilities; dispute resolution techniques; good communication, research, and organizational skills.

Abilities: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; keep up-to-date on current laws and regulations; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Associate Degree in Chemical Dependency, Human Services, Counseling, Addictive Services or related field.
- Must possess a minimum of 2 years of related experience.
- Have knowledge of the disease concepts of chemical dependency.
- Havre knowledge in physiological and psychological aspect so chemical dependency.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Most possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must sign and adhere to code of conduct.
- Must have Driver's License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Operate program in accordance with objective work plans in cooperation with Courts Administrator, program staff, Judicial Commission and *Wellness Coalition*

POSITION: Tribal Re-Entry Program Coordinator – grant ends March 31, 2027

DEPARTMENT: Tribal Court

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position shall be responsible for the day-to-day operations of the Tribal Reentry Program. The coordinator will be responsible for the implementation of the activities in pursuit of the objectives of the proposed project.

JOB CHARACTERISTICS:

Nature of Work: This position is required to operate at a high level of efficiency with constant application of principles and procedures as dictated by the Law-and-Order Code; Rules of Criminal Procedures; Tribal Constitution, Ordinances, and Resolutions; and Federal and State Laws. This position must be capable of handling stress, be self-motivated, and be able to work independently with minimal supervision. Deals with sensitive information which requires adherence to standards of confidentiality.

Personal Contacts: Daily contact with the public, Tribal personnel, project partners and the Tribal Courts Administrator. Regular contact with *Tribal Reentry* team. Periodic contact with federal and state officials and personnel.

Supervision Received: Under the immediate supervision of the Court Administrator.

Essential Functions: This position requires the ability to communicate orally and in writing, does research, read written material, understand complex laws, attend court, and have good judgment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Submit weekly progress reports to Judge, Court Administrator and/or Admin Assistant each Tuesday afternoon for weekly team meetings to measure compliance with program requirements.
- Send client list to direct service providers to request progress of appointments, treatment plan to compile compliance report of program requirements.
- Meet weekly with probation staff.
- Will be responsible for the development of appropriate case records system, policies, and procedures for the collection of documents to ensure that each participant's case record is complete.
- Incumbent will be available to travel to required training.
- Incumbent will be responsible for the development of a responsive and prompt referral process for participants who will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Will work with compliance officer to track client progress and implement compliance checks.
- Will be responsible for the establishment of FullCourt data set and record data.

- Incumbent will generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management assessments and monitor instruments.
- Incumbent will consult with all social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: The position requires an extensive working knowledge of the Tribal Constitution and Bylaws, Law and Order Code, community reentry procedures, Tribal Codes and Ordinances, and Federal Laws. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

Skills: This position requires skills in writing; findings of fact; good decision-making capabilities; dispute resolution techniques; good communication, research, and organizational skills.

Abilities: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; keep up-to-date on current laws and regulations; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Bachelor's Degree in Human Services, Counseling, Addictive Services or related field.
- Must possess a minimum of 2 years of related experience.
- Have knowledge of the disease concepts of chemical dependency.
- Havre knowledge in physiological and psychological aspect so chemical dependency.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Most possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.

- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adhere to code of conduct.
- Must have Driver's License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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:

- Submit weekly progress reports to Program Coordinator, Court Administrator and/or Admin Assistant each Tuesday afternoon for weekly team meetings to measure compliance with program requirements.
- Send client list to direct service providers to request progress of appointments, treatment plan to compile compliance report of program requirements.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Operate program in accordance with objective work plans in cooperation with Courts Administrator, program staff, and Judicial Commission.
- Responsible for the case management of clients in the Tribal Reentry Program.
- Responsible for research, collection, analyzes, and preserves Chippewa Cree Tribal specific methods of healing and alternative dispute resolution.
- Required to travel to numerous DOJ sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serves as resources for the program.
- Conduct community meetings to solicit support and report results of project including coordination with treatment providers
- Responsible for following the program budget as adopted and/or amended.
- Implement evaluation system to measure project specific performance outcomes and progress in meeting objectives of the project.
- Responsible to carry out the Program objectives, timelines and grant activities.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Performs assigned duties.

POSITION: Tribal Reentry Program Compliance Officer - Grant end March 31, 2027

DEPARTMENT: Tribal Courts

ACCOUNTABLE TO: Tribal Court Administrator

SUMMARY OF WORK: This position is responsible for working with families, involving case management, establishing and monitoring sentences, providing counseling services, and coordination of services with other community agencies. Drug Court & Compact Funded.

Nature of Work: This position is responsible for sensitive information, which requires adherence to standards of confidentiality. This position requires the ability to deal tactfully with the public and work under stressful conditions. The position schedules and conducts family needs assessments; collects data pertinent to services offered such as judicial records, treatment progress, health records, etc.; provides counseling services; coordinates services with treatment providers and other community agencies; and manages a caseload of 40 families.

Personal Contacts: Daily contact with the public, Project Coordinator and Tribal court Administrator. Daily contact with clients. Regular contact with *Healing to Wellness Advisory Team*. Periodic contact with federal officials and personnel.

Supervision Received: Receives general supervision by the Court Administrator.

Essential Functions: This position requires the ability to receive and manage cases, keep records, review written material, communicate, schedule meetings and hearings, communication (oral and written) with participants, maintenance of client records, and computer literacy**.** The Compliance Officer will be responsible for monitoring participant progress including, but not limited to results of urine analysis and other drug or alcohol tests and compliance with reentry plan.

MAJOR DUTIES & RESPONSIBILITIES:

- Submit weekly progress reports to Program Coordinator, Court Administrator and/or Admin Assistant each Tuesday afternoon for weekly team meetings to measure compliance with program requirements.
- Send client list to direct service providers to request progress of appointments, treatment plan to compile compliance report of program requirements.
- Impose pre-established sanctions for non-compliance to plan.
- Impose incentives for each level of compliance achieved by the participant.
- Individual counseling sessions with the participant will be required on a weekly basis until sufficient progress is recorded.
- Submit weekly reports on the status of each participant to measure compliance with program requirements.
- Responsible for compliance reports and records regarding each participant's activities while involved in the program.
- Incumbent will provide monthly reports of all project activities, as well as statistical reports of clients served.
- Travel as required for Probation Academy training and CTAS related meetings.
- Assist with establishing and maintaining a referral system.

- Incumbent will follow the scope of the work plan for the Chippewa Cree Tribe's Tribal Reentry Program timetable.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving
- Performs other duties as assigned by supervisor.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Attend weekly Healing to Wellness Team meetings.
- Impose pre-established sanctions for non-compliance to plan.
- Impose incentives for each level of compliance achieved by the participant.
- Individual counseling sessions with the participant will be required on a weekly basis until sufficient progress is recorded.
- Responsible for compliance report and records regarding each participant's activities while involved in the program.
- Incumbent will provide monthly reports of all project activities as well as statistical reports of clients served.
- Assist with establishing and maintaining a referral system.
- Incumbent will follow the scope of the work plan for the Chippewa Cree Tribe's Adult Healing to Wellness Court timetable.
- Conduct intake and assessment of client families.
- Schedule further assessments necessary to determine individual needs.
- Collect data relating to each participant pertinent to services offered such as judicial records, treatment progress, health records, etc.
- Establish a schedule or time frame for the participant to meet all requirements of the alternative sentence (e.g., victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, treatment services, etc.).
- Establish and enforce a set of sanctions which will be imposed for non-compliance with the plan.
- Establish a set of incentives for each level of compliance and completion achieved by the participants.
- Establish schedule for family involvement in the counseling, training, and progress review.
- Responsible for the development of procedures and methods to ensure that appropriate counseling sessions are provided to each participant.
- May require the scheduling of other resources, such as behavioral health.
- Individual counseling sessions with the participants will be required on a weekly basis until sufficient progress is recorded.
- Group counseling may include peer, family, and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as: life skills training, including topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training or community service work sites.
- Responsible for establishing and monitoring of ancillary services to be provided to build competencies, including family strengthening and cultural mentoring activities.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to measure

compliance with alternative sentencing activities. Non-compliance will be reported immediately to the Project Coordinator to discuss planned sanctions or other corrective actions, in conjunction with the presiding judge.
- Maintain and enter data on case management into database system.
- Implement monthly reporting system.
- Maintain standards of confidentiality.
- Prioritize workload.
- May be required to travel to numerous SAMHSA-sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serves as resources for the program.
- Establish and maintain an open and progressive working relationship with the *Healing to Wellness Advisory Team* by attending meetings and recording committee actions on the Family Healing to Wellness Court.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Perform other related duties as required.

JOB REQUIREMENTS:

Knowledge: The position requires an extensive working knowledge of the Tribal Constitution and Bylaws; Tribal Law and Order Code; Tribal Ordinances; Criminal Procedures; legal office procedures and methods; office equipment; computer software, such as Microsoft Word, Excel, Access, etc. and ***Full Court*** data management software; legal terminology; standards regulating confidentiality and release of information; and records management. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

Skills: This position requires skills in typing, word processing, filing, written and verbal communications skills; organization; case management; and counseling.

Abilities: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; perform complex legal work; handle stressful situations; be trained to use a variety of computer software and hardware; exercise sound judgment; set priorities; work with minimal supervision; complete tasks in a timely manner establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- High School diploma or GED
- Skills in typing, word processing, filing, written and verbal communications skills and using a computer.
- Ability to communicate effectively orally and in writing, follow verbal and written instructions, maintain confidentiality, complete tasks in a timely manner, and establish

effective working relationships with follow employees, supervisors and the public.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Most possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adhere to code of conduct.
- Must have Driver's License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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:

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Conduct intake and assessment of client families.
- Schedule further assessments necessary to determine individual needs
- Collect data relating to each participant pertinent to services offered such as judicial records, treatment progress, health records, etc.
- Establish a schedule or time frame for the participant to meet all requirements of the alternative sentence (e.g., victim restitution, counseling, educational plan, community service, participation in training, cultural mentoring, treatment services, etc.).
- Establish and enforce a set of sanctions which will be imposed for non-compliance with the plan.
- Establish a set of incentives for each level of compliance and completion achieved by the participants.
- Establish schedule for family involvement in the counseling, training, and progress review.
- Responsible for the development of procedures and methods to ensure that appropriate counseling sessions are provided to each participant.
- May require the scheduling of other resources, such as behavioral health.
- Individual counseling sessions with the participants will be required on a weekly basis until sufficient progress is recorded.

- Group counseling may include peer, family, and group sessions.
- Responsible for establishing and monitoring of alternative sentencing options for each participant such as: life skills training, including topics such as anger management, violence prevention, victimization issues, values formation, along with educational and employment skills training or community service work sites.
- Responsible for establishing and monitoring of ancillary services to be provided to build competencies, including family strengthening and cultural mentoring activities.
- Responsible for establishing and maintaining individual case management records for each participant.
- Responsible for submitting weekly reporting on the status of each participant to measure compliance with alternative sentencing activities. Non-compliance will be reported immediately to the Project Coordinator to discuss planned sanctions or other corrective actions, in conjunction with the presiding judge.
- Maintain and enter data on case management into database system.
- Implement monthly reporting system.
- Maintain standards of confidentiality.
- Prioritize workload.
- May be required to travel to numerous BJA-sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serves as resources for the program.
- Establish and maintain an open and progressive working relationship with the *Healing to Wellness Advisory Team* by attending meetings and recording committee actions on the Family Healing to Wellness Court.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Perform other related duties as required.

POSITION: Project Coordinator Youth Healing to Court 50% ends Sept 30, 2028

DEPARTMENT: Tribal Court

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: This position shall be responsible for the day-to-day operations of the Youth Healing to Wellness Drug Enhancement Court Program. The coordinator will be responsible for the implementation of the activities in pursuit of the objectives of the proposed project. Adult Drug Court Funded.

JOB CHARACTERISTICS:

Nature of Work: This position is required to operate at a high level of efficiency with constant application of principles and procedures as dictated by the Law-and-Order Code; Rules of Criminal Procedures; Tribal Constitution, Ordinances, and Resolutions; and Federal and State Laws. This position is on-call 24 hours, may work outside normal office hours, must be capable of handling stress, be self-motivated, and be able to work independently with minimal supervision. Deals with sensitive information which requires adherence to standards of confidentiality.

Personal Contacts: Daily contact with the public, Tribal personnel and the Tribal Courts Administrator. Periodic contact with Tribal Youth Program *Advisory Board*. Periodic contact with federal officials and personnel.

Supervision Received: Under the immediate supervision of the Screening & Assessment Specialist. Also responsible for implementing recommendations of the Advisory Committee. Minimal supervision and instruction; must be self-motivated.

Essential Functions: This position requires the ability to communicate orally and in writing, do research, read written material, understand complex laws, attend court, and have good judgment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Meet weekly with Youth Healing to Wellness Team.
- Submit weekly progress reports to Program Coordinator, Court Administrator and/or Admin Assistant each Tuesday afternoon for weekly team meetings to measure compliance with program requirements.
- Send client list to direct service providers to request progress of appointments, treatment plan to compile compliance report of program requirements.
- Will be responsible for the development of appropriate case records system, procedures for the collection of documents to ensure that each participant's case record is complete.
- Incumbent will be available to travel to required training.
- Incumbent will be responsible for the development of a responsive and prompt referral process for participants which will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Will work with probation officer to track client progress and implement compliance checks.
- Will be responsible for the establishment of FullCourt data set and record data.
- Incumbent will generate regular reports from data collection for review and measurement

of progress for overall case management and individual case progress.

- Will review confidentiality requirements and conformance procedures with all clients.
- Incumbent will develop appropriate case management instruments.
- Incumbent will administer JAIS on all participants.
- Incumbent will consult with all chemical dependency, social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Submit monthly reports to Court Administrator, Judicial Commission and Wellness Coalition
- Submit quarterly reports to Court Administrator for DCTAT and Performance Management Reporting tools.
- Must sign and adhere to the Codes of Conduct for departmental staff.
- Responsible for the case management of Juvenile Healing to Wellness Court participants
- Responsible for research, collection, analyzes, and preserves Chippewa Cree Tribal specific methods of healing and alternative dispute resolution.
- Required to travel to numerous DOJ sponsored training sessions.
- Identify and use existing community organizations, agencies and individuals who can serves as resources for the program.
- Conduct community meetings to solicit support and report results of project including coordination with treatment providers
- Establish and maintain an open and progressive working relationship with the by attending *Wellness Coalition* meetings and recording committee actions on the Juvenile Healing to Wellness Court.
- Responsible for following the program budget as adopted and/or amended.
- Implement evaluation system to measure project specific performance outcomes and progress in meeting objectives of the project.
- Responsible to carry out the Program Design and monitor staff performance.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.
- Performs other related duties as required.

JOB REQUIREMENTS:

Knowledge: The position requires an extensive working knowledge of the Tribal Constitution and Bylaws, Law and Order Code, Criminal Procedures, Tribal Codes and Ordinances, and Federal Laws. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

Skills: This position requires skills in writing; findings of fact; good decision-making capabilities; dispute resolution techniques; good communication, research, and organizational skills.

Abilities: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; keep up-to-date on current laws and regulations; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Associate Degree in Human Services, Counseling, Addictive Services or related field.
- Must possess a minimum of 2 years of related experience.
- Have knowledge of the disease concepts of chemical dependency.
- Havre knowledge in physiological and psychological aspect so chemical dependency.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Most possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must sign and adh ere to code of conduct.
- Must have Driver's License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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:

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Operate program in accordance with objective work plans in cooperation with Courts Administrator, program staff, Judicial Commission and *Wellness Coalition*
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving.
- Performs other duties as assigned.

POSITION: Case Manager–Family Healing to Wellness Court

DEPARTMENT: Tribal Court

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: Responsible for processing clients' applications, conducting intakes, assessing treatment needs; developing, monitoring, and evaluating treatment plans and progress; facilitating interdisciplinary approaches; monitoring staff performance.

JOB CHARACTERISTICS:

Nature of Work: This position is required to operate at a high level of efficiency with constant application of principles and procedures as dictated by the Law-and-Order Code; Rules of Criminal and Civil Procedures; Tribal Constitution, Ordinances, and Resolutions; and Federal and State Laws. This position is on-call 24 hours, may work outside normal office hours, must be capable of handling stress, be self-motivated, and be able to work independently with minimal supervision. Deals with sensitive information which requires adherence to standards of confidentiality.

Personal Contacts: Daily contact with the public, Tribal personnel and the Tribal Courts Administrator. Periodic contact with *Family Wellness & Coalition Team*. Periodic contact with federal officials and personnel.

Supervision Received: Under the immediate supervision of the Court Administrator. Also responsible for implementing recommendations of the Wellness Coalition. Minimal supervision and instruction; must be self-motivated.

Essential Functions: This position requires the ability to communicate orally and in writing, do research, read written material, understand complex laws, attend court, and have good judgment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Submit weekly progress reports to Program Coordinator, Court Administrator and/or Admin Assistant each Tuesday afternoon for weekly team meetings to measure compliance with program requirements.
- Send client list to direct service providers to request progress of appointments, treatment plan to compile compliance report of program requirements.
- Will be responsible for the development of appropriate case records system, procedures for the collection of documents to ensure that each participant’s case record is complete.
- Incumbent will be available to travel to required training.
- Incumbent will be responsible for the development of a responsive and prompt referral process for participants which will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Will work with probation officer to track client progress and implement compliance checks.
- Will be responsible for the establishment of FullCourt data set and record data.
- Incumbent will generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Will review confidentiality requirements and conformance procedures with all clients.

- Incumbent will develop appropriate case management instruments.
- Incumbent will consult with all social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Responsible for the development of appropriate participant manual.
- Development of appropriate case records system, policies, and procedures for the collection of documents to ensure that each participant's case record is complete.
- Responsible for the development of a responsive and prompt referral process for participants who will include screening contract for admission, history of offenses and determination that the individual is clinically appropriate for the program.
- Works with compliance officer to track client progress and implement compliance
- checks.
- Generate regular reports from data collection for review and measurement of progress for overall case management and individual case progress.
- Tracks program requirements, performance reports and conformance procedures.
- Develop appropriate case management assessments (JAIS & CA(S) and monitor instruments.
- Consult with all social services, health, education, and other personnel who have had prior professional contacts to determine treatment plan.
- Complete intake with individuals referred to Healing to Wellness (HTW) court services. This includes gathering all necessary application and consent forms and documents to ensure applications are complete, including submission of petition to request entry into Wellness Court program.
- Develop and maintain participant case files, monitor client progress, and ensure the follow-through of services.
- Link individuals to supportive services in the community and ensure follow-through.
- Perform weekly random drug testing and share results with client through comparison with completed drug testing form signed off by both client and case worker.
- Meet with participants a minimum of weekly for adequate services coverage
- After Family HTW team approval of client application and Family HTW admission by Judge, provide transportation and accompany clients to appointments and court hearings, if necessary.
- Aid potential participants in filling out applications for services such as TANF, Housing, Food Stamps, etc., if needed.
- Work with Public Dender/Advocate to act as an advocate for participants in interactions with other agencies such as ICW, RBHC Wellness Center, etc.
- Maintain cooperative relationships with treatment agencies, community organizations and probation departments, Tribal departments as well as other agencies ensuring that participant signs release of information prior to department meetings.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- All other duties as assigned that fall within the scope of the job description

JOB REQUIREMENTS:

Knowledge: The position requires an extensive working knowledge of the Tribal Constitution

and Bylaws, Law and Order Code, Criminal & Civil Procedures, Tribal Codes and Ordinances, and Federal Laws. Thorough knowledge and understanding of the Rocky Boy's Indian Reservation and its people, including Indian traditions and customs.

Skills: This position requires skills in writing; findings of fact; good decision-making capabilities; dispute resolution techniques; good communication, research, and organizational skills.

Abilities: This position requires the ability to communicate effectively orally and in writing; follow verbal and written instructions; deal with people in highly emotional, adversarial, and confrontational situations; maintain confidentiality; keep up-to-date on current laws and regulations; establish effective working relationships with fellow employees, supervisors, and the public.

EDUCATION AND EXPERIENCE:

The above knowledge, skills and abilities are typically acquired through a combination of education and experience equivalent to:

- Minimum Associate Degree in Human Services, Counseling, Addictive Services or related field.
- Must possess a minimum of 3 years of related experience.
- Have knowledge of the disease concepts of chemical dependency.
- Havre knowledge in physiological and psychological aspect so chemical dependency.
- Knowledge of legal terminology.
- Must be capable of passing required training within one year of duty.
- Most possess First Aid/CPR within 60 days of employment.
- Prefer experience with computer hardware and software.
- Excellent grammar, punctuation, and spelling skills.
- Familiar with or able to familiarize self with the Chippewa Cree Law and Order Code.
- Must not have been convicted of any misdemeanor within the past year and never been convicted of a felony.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must sign and adhere to code of conduct.
- Must have Driver's License or be able to obtain one.
- Must be 18 years of age or older.
- Must be in sound physical condition.
- Indian Preference, with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

JOB PERFORMANCE STANDARDS:

Evaluation of this 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.

- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours and demonstrates punctuality.
- Adheres to standards of confidentiality.
- Operate program in accordance with objective work plans in cooperation with Courts Administrator, program staff, Judicial Commission and *Wellness Coalition.*
- Responsible for the case management of at least 40 families per year in the Healing to Wellness Court.
- Responsible for research, collection, analyzes, and preserves Chippewa Cree Tribal specific methods of healing and alternative dispute resolution.
- Required to travel to numerous training sessions.
- Identify and use existing community organizations, agencies and individuals who can serves as resources for the program.
- Conduct community meetings to solicit support and report results of project including coordination with treatment providers
- Establish and maintain an open and progressive working relationship with the by attending *Wellness Coalition* meetings and recording committee actions on the Family Healing to Wellness Court.
- Responsible for following the program budget as adopted and/or amended.
- Implement evaluation system to measure project specific performance outcomes and progress in meeting objectives of the project.
- Responsible to carry out the Program Design and monitor staff performance.
- Establishes and maintains effective working relationships with fellow employees, supervisors, and the public.

POSITION: Pathways to Justice Project Coordinator 50% ends Sept 30, 2026

DEPARTMENT: Tribal Court

ACCOUNTABLE TO: Court Administrator

SUMMARY OF WORK: The position responsible for coordinating stakeholders and developing a comprehensive strategic plan for the justice system and related services on the Rocky Boy's Indian Reservation. It involves overseeing the plan's development, execution, and daily management to ensure timely completion.

JOB CHARACTERISTICS:

Nature of Work: Applicant will fully participate in the comprehensive justice system-wide strategic planning process and will coordinate, determine venue, schedule, attend, and participate in all planning meetings and collaboration sessions, collect and compile data, author drafts of the plan in cooperation with the Department of Justice Training and Technical Assistance (DOJ TTA) provider and stakeholders, provide presentations to the Tribal Business Committee, monitor the budget and timeline, and finalize the strategic plan. Applicant will be the primary point-of-contact and liaison between the Chippewa Cree Tribe, stakeholders and the DOJ TTA provider. This position is required to operate at a high level of efficiency with constant application of principles and procedures as dictated by the Law-and-Order Code; Rules of Criminal Procedures; Tribal Constitution, Ordinances, and Resolutions; and Federal and State Laws. This position must be capable of handling stress, be self-motivated, and be able to work independently with minimal supervision. Deals with sensitive information which requires adherence to standards of confidentiality.

Physical Conditions and Demands: Physical conditions may vary, but typically involve office-based work, often requiring long hours of focused concentration and collaboration with diverse teams. Additionally, effective communication skills are essential for conveying strategic objectives and aligning stakeholders towards common goals

Personal Contacts: Position requires ongoing contact with Tribal Business Committee, tribal finance, tribal programs, DOJ TTA provider, stakeholders and the tribal community. Must work well with the general public. Daily contact with the public, Tribal personnel, project partners and the Tribal Courts Administrator. Regular contact with *Pathways to Justice Core* team. Periodic contact with federal and state officials and personnel.

Supervision Received: Under the immediate supervision of the Court Administrator.

Supervision Exercised: Not a supervisory position.

Essential Functions: Must observe all confidential policies and regulations. Must oversee all program deliverables to ensure the strategic plan drafts and final strategic plan are acceptable to the Tribal Business Committee, Office of the Attorney General, and the Tribal membership. Applicant must be able to work independently as well as cooperatively with stakeholders and the DOJ TTA provider on a continuous basis. This position requires the ability to communicate orally and in writing, does research, read written material, understand complex laws, attend court, and have good judgment.

AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:

- Good judgment and decision making in times of crisis. Sensitive to the needs of stakeholders.
- Maintain proper record keeping of meetings and minutes for reporting.
- Responsible for maintaining a professional office setting.
- Responsible for day-to-day operations of the project.
- Responsible for data collection and reporting to funding agency and the Tribe.
- Management of program funds and budgets in accordance with Tribal Finance Department guidelines.
- Maintain relations with stakeholders, DOJ TTA provider, and the public.
- Must be able to coordinate, determine venue, schedule, attend, and participate in all planning meetings and collaboration sessions.
- Must be able to organize and write the drafts and final version of the strategic plan in an effective and professional manner with guidance from the stakeholders and DOJ TTA Provider.
- Must be a good communicator both orally and written.
- Must maintain a proper filing system for program and project related records.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.

JOB REQUIREMENTS:

Knowledge: This position requires basic knowledge of office management and operations. Applicant must have basic computer skills and be able to manage the budget, fulfill deliverables, and file reports of the program.

Skills: Must be able to organize and write a strategic plan, perform basic office administration and management duties, possess leadership skills, and handle situations with good judgment and professionalism.

Abilities: The position requires the ability to evaluate situations and apply correct principles to different situations. Must be able to communicate with the public, stakeholders, and DOJ TTA provider and handle stressful situations when they arise.

Additional requirements:

- Valid State of Montana Driver's License, if out of state, must obtain Montana license within specified time per departmental requirements.

- Must undergo background investigation and drug testing.

- Indian preference with first preference given to qualified enrolled members of the Chippewa Cree Tribe.

EDUCATION AND EXPERIENCE:

- Associates degree in Criminal Justice or related field and basic computer experience and knowledge (bachelor's degree in related subject matter preferred).
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Previous experience in grants management (strategic planning preferred).

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon performance and duties. Examples of job performance criteria include, but are not limited to, the following:

- Previous experience as a manager.
- Adheres to confidentiality.
- Punctual and observes work hours.
- Practices exceptional relations with Tribe and public.
- Maintains a friendly and efficient office environment.
- Collects and maintains project related data and keeps an exceptional filing system.
- Provides written and oral progress reports to Tribal Business Committee and funding agency.
- Must agree to and sign waiver for pre-employment drug testing.
- Must be an effective communicator and writer.

POSITION: Adult Healing to Wellness Court Compliance Officer ends 9/30/2030

DEPARTMENT: Tribal Courts

SALARY: Depending on qualifications

ACCOUNTABLE TO: Tribal Court Administrator

ESSENTIAL FUNCTIONS: The Compliance Officer will be responsible for monitoring participant progress including but not limited to results of urine analysis and other drug or alcohol tests and compliance with reentry plan.

MAJOR DUTIES & RESPONSIBILITIES:

- Submit weekly progress reports to Court Administrator and/or Admin Assistant each Tuesday afternoon for weekly team meetings to measure compliance with program requirements.
- Impose pre-established sanctions for non-compliance to plan.
- Impose incentives for each level of compliance achieved by the participant.
- Individual counseling sessions with the participant will be required on a weekly basis until sufficient progress is recorded.
- Responsible for compliance reports and records regarding each participant's activities while involved in the program.
- Incumbent will provide monthly reports of all project activities, as well as statistical reports of clients served.
- Travel as required for CTAS related meetings.
- Assist with establishing and maintaining a referral system.
- Incumbent will follow the scope of the work plan for the Chippewa Cree Tribe's PA 5 timetable.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Performs other duties as assigned by supervisor.

MINIMUM SKILLS / KNOWLEDGE REQUIRED:

- Preferred two-year degree in related field.
- Minimum High school diploma or GED.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Skills in typing, word processing, filing, written and verbal communication skills and using a computer.
- Ability to communicate effectively orally and in writing, follow verbal and written instructions, maintain confidentiality, complete tasks in a timely manner, and establish effective working relationships with fellow employees, supervisors and the public. .

- Must not have been convicted of any misdemeanor in the past year; never been convicted of a felony.
- Must sign and adhere to the Codes of Conduct.
- Must pass an employment background check and be in good standing with past employment, meaning employee must have a positive performance record, no findings of substantiated investigations involving dishonesty, no active write-ups, issues, and fulfills obligations like training, eligible for rehire.
- Must have a Driver's License or able to obtain one.
- Must be 18 years of age or older.
- Indian preference, enrolled member of the Chippewa-Cree Tribe preferred.

PERSONAL QUALITIES:

- Maintains professional and ethical behavior
- Excellent time management skills

This is a full-time (40 hours per week position. Some out of state travel required