



TRIBAL PERSONNEL DEPARTMENT

JOB TITLE: Juvenile Justice Officer (Part-Time)
SUPERVISOR: Lac du Flambeau Tribal Chief of Police
LOCATION: Lac du Flambeau Police Department
POST DATE: August 15, 2019
CLOSING DATE: August 29, 2019

General Description: The Juvenile Justice Officer provides professional correctional and social case management services of a basic nature in investigation, counseling, rehabilitation, and guidance of children with behavioral, AODA, and/or truancy problems, and those otherwise coming to the attention of the Tribal Court. The Juvenile Justice Officer supervises juveniles in diversion programs and/or Tribal Court-imposed probation, assesses children and families, works as a team member to develop prevention/intervention strategies, monitors attendance and progress of children in truancy status, and makes referrals to other agencies and professionals as appropriate.

Qualifications: Must be a mature adult, at least 21 years of age. Must possess a Bachelor's degree in counseling, social work, education, psychology, criminal justice, or a related field, with significant experience in providing services to and/or working with school aged children and interacting with adolescents, their parents, their teachers, and other important adults in their lives. Must possess a demonstrated knowledge and understanding of attendance laws/regulations, intervention/prevention strategies, and referral sources. Must possess a valid Wisconsin Driver's License and automobile liability insurance at time of hire

Salary: \$18.00-\$20.00 per hour (not to exceed 30 hrs. per week)

How to Apply: Submit your application for employment and a notarized Release of Information by the deadline. Must also be willing to submit to a drug screen. Applications and detailed job descriptions can be obtained via Lac du flambeau Tribal website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Juvenile Justice Officer

B. DEPARTMENT: Lac du Flambeau Police Department

C. SUPERVISOR'S TITLE: Chief of Police

D. DESCRIPTION OF DUTIES: The Juvenile Justice Officer provides professional correctional and social case management services of a basic nature in investigation, counseling, rehabilitation, and guidance of children with behavioral, AODA, and/or truancy problems, and those otherwise coming to the attention of the Tribal Court. The Juvenile Justice Officer supervises juveniles in diversion programs and/or Tribal Court-imposed probation, assesses children and families, works as a team member to develop prevention/intervention strategies, monitors attendance and progress of children in truancy status, and makes referrals to other agencies and professionals as appropriate. The Juvenile Justice Officer functions under minimal supervision, and must possess personal characteristics of self-discipline, honesty, integrity, good judgment, discretion, initiative, self-control, and adaptability. The Juvenile Justice Officer is responsible to the Lac du Flambeau Chief of Police, but will comply with requests made by the Tribal Court with respect to supervision of juveniles.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

1. Assesses students exhibiting delinquent behavior, school attendance problems and/or suspected or confirmed AODA issues, and makes home visits to assess the family environment, as necessary.
2. Investigates cases of unexcused and excessive absences and tardies and enforces provisions of the Tribe's compulsory attendance ordinance.
3. Works closely with counselors, teachers and other appropriate persons to identify and counsel students at risk of dropping out of school.
4. Collaborates with school staff to develop interventions for students who are truant and develops individualized service plans to improve attendance.
5. Confers with students and their families with respect to attendance and tardiness and makes a reasonable effort to gain their cooperation to improve attendance.
6. Provides families with information related to the needs of their child and acts as a resource to parents/guardians by providing family support services and communicating the importance of school attendance.
7. Assesses each juvenile client's needs, develops and implements case management plans, and monitors child/family progress.
8. Makes referrals to other professional service providers and community agencies as needed, based upon

diagnostic need and offense behavior.

9. Serves as a liaison between the Tribal Court and such agencies and entities as ICW, FRC, PCHC, CCS, Lakeland Union High School, LDF Elementary School, the LDF Tribal Police Department, and Vilas County Juvenile Intake, regarding juvenile matters.
10. Consults with individuals and agencies in the community to ascertain whether youth and/or parents/guardians are abiding by Orders of the Tribal Court.
11. Coordinates and schedules community service projects for juvenile offenders.
12. Maintains chronological records of activities, incidents and contacts with those juveniles assigned to case load.
13. Confers with the Tribal Attorney regarding the nature and facts of juvenile matters.
14. Appears in Tribal Court to offer testimony and recommendations regarding dispositions, sentences, and other matters.
15. Supervises juveniles placed on probation by the Tribal Court or informal probation pursuant to Deferred Prosecution Agreements or similar arrangements.

16. Monitors and verifies that juveniles have completed Court ordered or agreed upon activities, meets with juveniles, family members, school staff and/or other service providers to discuss progress, problems, and solutions, and recommends corrective action in the event of non-compliance.
17. Prepares and presents information to the Tribal Court relative to juveniles committing violations while on probation, and advises the Tribal Attorney of violations committed by juveniles in diversion programs or on Deferred Prosecution Agreements or similar arrangements.
18. Prepares reports including recommendations for sentencing and treatment/counseling, recommends actions to be taken for a juvenile's failure to complete requirements, notifies the Court and Tribal Attorney when a juvenile is not complying with Court ordered requirements, and testifies in Court as needed.
19. Prepares written case notes and/or reports and maintain records necessary to the effective supervision of juveniles and other assigned activities.
20. Attends training, conferences and meetings as required by the position. Serves on committees in order to discuss issues and recommend changes to improve services/facilities for juveniles and coordinates and attends meetings with community-based partners/groups, school personnel, and other governmental agencies for the purpose of facilitating youth prevention efforts.
21. Transports juveniles to and from school, treatment programs, jobsites, community service sites, health care facilities, and other locations, as needed.
22. Utilizes methods, techniques, and approaches to the delivery of services that are appropriate for the age group, developmental skills and mental health/AODA issues of the particular juvenile client.
23. Assesses restitution for juvenile offenders to pay to victims, or monitors Court ordered restitution, and ensures that restitution payments are made to victims according to Court order or agreement/contract.
24. Maintains confidentiality concerning juvenile matters, making disclosures as permitted by law and/or Release of Information documents to authorized persons and/or agencies.
25. Perform other duties, activities, and functions as required or assigned.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Works independently with Supervision received from Tribal Chief of Police.

- H. EDUCATION:** Bachelor's degree is required in counseling, social work, education, psychology, criminal justice, or related field. Significant experience in providing services to and/or working with school aged children and interacting with adolescents, their parents, teachers, and other important adults in their lives.
- I. EXPERIENCE:** Must possess a demonstrated knowledge and understanding of attendance laws/regulations, intervention/prevention strategies and referral sources.
- J. SKILLS:** Must possess a demonstrated knowledge and understanding of attendance laws/regulations, intervention/prevention strategies and referral sources.

PREFERRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

1. At least five (5) years' experience in providing services to and/or working with school aged children.
2. Enrollment in a Native American Indian Tribe.
3. Working knowledge of geography of Lac du Flambeau Reservation and surrounding area.
4. Working knowledge of Tribal Court Juvenile and Truancy proceedings.
5. Proficiency in use of computers and various programs and software.
6. Working knowledge of the Law Enforcement and Truancy ordinances of the Lac du Flambeau Tribe.
7. Demonstrated ability to work with hostile and potentially aggressive juvenile clients.
8. Demonstrated ability to work with male and/or female juvenile offenders with mental health and/or AODA issues.

K. WORKING ENVIRONMENT:

Work conditions: Work is done in normal office and court settings.

Exposure to hazards: Daily expose to persons or situations that may be undesirable.

Physical Requirements: Perform routine tasks that require a capability of sitting, standing, and walking.

- L. BEHAVIOR:** The vision, goals, and objectives of the Lac du Flambeau band of Lake Superior Chippewa Indians requires the Juvenile Justice Officer to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers, and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau tribe will not be tolerated and is subject to disciplinary action.

M. OTHER: Demonstrate a strong commitment to cultural beliefs and values of Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.