



JOB ANNOUNCEMENT

JOB TITLE: Zaagiibagaa Wellness Court Case Manager
SUPERVISOR: Zaagiibagaa Wellness Court Coordinator
LOCATION: Tribal Courts
POST DATE: December 27, 2018
CLOSING DATE: Open until filled

General Description: The primary role of the case manager is to work with individuals referred and accepted into the Zaagiibagaa Wellness Court, to assess their ongoing needs, coordinate services, and ensure compliance with program guidelines, including supervising and witnessing urine sample procurement from male Wellness Court clients and facilitating processing and testing of samples. The case manager will have frequent contact with clients, service providers, and the HWC team to ensure compliance and follow-through are taking place. Work hours may include occasional weekends, evenings, and holidays.

Qualifications: Bachelor's Degree in Human Services-related field (e.g., social work, criminal justice) is preferred. Minimum of 1 year past work experience in a Human Services-related field with working knowledge of the legal system, criminal justice system, juvenile justice system, community resources, alcohol/drug abuse dynamics, and mental health system is required. Experience in working with Native Americans is preferred.

Bona Fide Occupational Qualification: The Lac du Flambeau Band of Lake Superior Chippewa Indians is proud to be an equal opportunity employer and refrains from employment discrimination based upon race, gender, religion, national origin, physical or mental disability, or age. Nevertheless, on rare occasions, the necessary and required functions of a particular employment position necessitate that the Tribe specify gender as a legitimate and necessary qualification for the position. Such is the case with regard to the position of Wellness Court Case Manager, described above. All Wellness Court clients are required to provide regular urine samples for purposes of ensuring AODA sobriety compliance. The Wellness Court presently employs a female Case Manager who is responsible for supervising and witnessing urine sample procurement from female Wellness Court clients – both adults and juveniles. **Due to legitimate bodily privacy concerns, the Wellness Court must employ a male Case Manager to, among other job functions, supervise and witness urine sample procurement from adult and juvenile male clients for purposes of ensuring AODA sobriety compliance. Accordingly, only qualified male applicants will be considered for the present position.**

Salary: \$18.00-\$20.00 per hour/ Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information

form by the deadline. Applications and detailed job descriptions can be obtained via 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: Zaagiibagaa Wellness Court Case Manager

B. DEPARTMENT: Tribal Courts

C. SUPERVISOR'S TITLE: Zaagiibagaa Wellness Court Coordinator

D. DESCRIPTION OF DUTIES: The primary role of the case manager is to work with individuals referred and accepted into the Zaagiibagaa Wellness Court, to assess their ongoing needs, coordinate services, and ensure compliance with program guidelines, including supervising and witnessing urine sample procurement from male Wellness Court clients and facilitating processing and testing of samples. The case manager will have frequent contact with clients, service providers, and the HWC team to ensure compliance and follow-through are taking place. Work hours may include occasional weekends and/or evenings. Specific responsibilities include but are not limited to the following;

1. Assess the needs of clients through use of intake paperwork and individual interviews.
2. Contact, coordinate, and communicate with resources in the community.
3. Frequent contact with clients throughout the program duration.
4. Complete home visits of the participants in the Wellness Court on a weekly basis.
5. Maintain accurate and timely records related to clients.
6. Maintain confidentiality standards and complete required Releases of Information as necessary.
7. Conduct, witness and supervise random drug testing on all male clients.
8. Ensure that the male clients meet program requirements for random drug testing.
9. Meet and collaborate with Coordinator as required.
10. Complete weekly client progress reports for Wellness Court team staff meetings.
11. Collect, record, compile and store Wellness Court data for use in program progress evaluation activities.
12. Conduct public educational presentations to promote community awareness of and support for the program.
13. Assist in facilitation of needed opportunities to ensure clients have the tools they need to fulfill requirements, which may involve supervision of activities.
14. Maintain, monitor, install and remove electronic monitoring equipment including the completion of required paperwork and training needed. Use of web based software to monitor compliance and report compliance and noncompliance.

15. Transport clients as appropriate. Assist clients with the use of public transportation and strategies.
16. Attend weekly status hearings and court sessions; reporting on client progress utilizing the required format. Documentation of decision outcomes in court session and perform follow up to assure decision implementation.
17. Provide relapse prevention support and activities to clients.
18. Engage with clients using non adversarial approach.
19. Interact respectfully and collaboratively with all team members and external partners.
20. Participate in all required trainings.
21. Follow all IT policies as it relates to cell phone and computer use.
22. Follow all GSA vehicle rules and policies. Complete training as required.
23. Case Managers are mandated reporters in the state of Wisconsin and will report all suspected incidents of child abuse or neglect and elder abuse or neglect to the appropriate authority.
24. Serve as liaison with Grants Department in providing data and any additional information needed in grant proposal and application development.
25. Prepare all required reports and data for grant awards supporting the Healing to Wellness Court.
26. Client file management.
27. Data collection and entry.
28. Develop organizational Excel spreadsheets and filing systems to manage data.
29. Record minutes for Wellness Courts.
30. Manage program supplies and incentives.
31. Maintain an accurate program calendar.
32. All other duties as assigned.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with Tribal and county court personnel and treatment providers.
2. **External:** Community members involved in the Wellness Court, family members, and community leaders.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Wellness court Coordinator

H. EDUCATION: High School Diploma or equivalent required. Bachelor's Degree in Human Services-related field (social work, criminal justice) is preferred.

I. EXPERIENCE: Bachelor's Degree in Human Service-related field (e.g., social work, criminal justice) is preferred. Minimum of 1 year past work experience in a Human Services-related field with working knowledge of the legal system, criminal justice system, juvenile justice system, community resources, alcohol/drug abuse dynamics, and mental health systems is required. Experience in working with Native Americans is preferred.

J. SKILLS:

1. Must possess excellent oral and written communication skills.
2. Must be capable of maintaining confidentiality.
3. Must be tactful and capable of explaining eligibility guidelines in lay terms.
4. Must possess knowledge and understanding of Native American Culture.

5. Must be proficient in use of computers.
6. Must be proficient in use of MS Word, Outlook, and Excel computer programs.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Normal Office Conditions
2. **Exposure to Hazards:** Will complete home visits, potential hazards may be present.
3. **Physical Requirements:** Long periods of sitting, standing

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Wellness Court Case Manager 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.

A. M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must have own transportation, valid driver's license and liability insurance. Position does require work outside of normal business hours, including weekends and holidays as necessary. 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.

N. SIGNATURE:

Employee **Date**

Manager **Date**

HR Director **Date**

Tribal Administrator **Date**