

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Domestic Violence Court Docket Project Coordinator/Trainer

**Department:** Tribal Court/Judicial Branch

**Reports To:** Tribal Court Administrator

**Status:** Exempt

**Salary Level:** Negotiated

**Level:** Contracted Professional

**Terms:** Full-Time grant funded through September 30, 2020 pending DOJ/OVW approval

**Opens:** September 05, 2019

**Closes:** September 19, 2019

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**SUMMARY:** The Domestic Violence Court Docket Project Coordinator/Trainer will be responsible for the continued implementation of the domestic violence court docket along with programs and processes in implementing Special Criminal Jurisdiction in Domestic Violence cases by providing oversight, training, and support to court staff, agency partners, and the community under the direction and supervision of the Chief Judge and Court Administrator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As part of the training program the coordinator will design a mock scenarios to test policies and procedures.
- After testing is complete, based on the results of the testing, the Coordinator will make recommendations for changes to law, regulation, policies and procedures to improve overall Court responses to domestic violence and related cases.
- The Coordinator will focus on outreach and networking to inform others that we are set up and ready to accept clients.
- The Coordinator will test the jury pool procedures.
- The Coordinator will identify, coordinate, and provide training and technical assistance with agencies for court staff, stakeholders, and the community that is culturally specific and reflects best practices in the processing of domestic violence cases.
- The Coordinator will recruit and train a pool of qualified attorneys to provide criminal defendants appropriate professional representation through all phases of a criminal case.
- Through LTBB Law Enforcement the Coordinator will ensure that Personal Protection Orders (PPOs) are processed from the court and entered into the Law Enforcement Information Network (LEIN) systems.

- The Coordinator will work with all parties, including the Office of Violence Against Women, (OVW) to oversee the day-to-day operation of this project consistent with the objectives and goals.
- The Coordinator will adhere to the established strategic plan for the Domestic Violence Court, continually work with staff and advisory committee members to develop and strengthen collaboration with program providers, identify new programs, and consider culturally specific protocols for domestic violence cases.
- In collaboration with other community partners, the Coordinator will continue to participate, and arrange for the participation of those individuals recruited, in providing assistance and support to victims through the Coordinated Community Response (CCR) to domestic violence.
- The Coordinator will provide support and education to the project advisory committee, including, the scheduling, coordination, facilitation of meetings, development of meeting materials, such as agendas/ notices, and the recording of meeting minutes.
- The Coordinator will continue to evaluate and update policies, procedures, and forms as the Domestic Violence Court Docket and in exercising SCJDV as it continues to grow.
- The Coordinator will develop data-sets, collection methods, and analysis of measurable indicators leading to both efficiencies and effectiveness of the Domestic Violence Court.
- The Coordinator will define a specific plan for data sharing of case specific information, referral sources, and outcome measurements.
- The Coordinator will collaborate with LTBB Department of Human Services and Prosecutor's Office to coordinate victim services and on-site advocacy.
- The Coordinator will monitor the caseload to ensure timely case disposition and compliance with Domestic Violence Court mandates.
- Through LTBB Law Enforcement the Coordinator will ensure that Personal Protection Orders (PPOs) are processed from the court and entered into the Law Enforcement Information Network (LEIN) systems.
- The Coordinator will arrange for, and provide, relevant education and trainings for all staff, partners, and community members associated with the prosecution of Domestic Violence in the LTBB Court System.
- The Coordinator will work with LTBB Law Enforcement to develop protocols and practices to ensure courtroom safety.
- The Coordinator will develop resources and programs to assist the court in monitoring and providing services to offenders, considering best practices, community and cultural resources, by researching other Domestic violence Courts within the state and other tribal communities.
- The Coordinator will manage grant compliance by assisting in the preparation of semi-annual and annual reports under the guidance of the Court Administrator.
- The Coordinator will work with LTBB grant-writers to identify resources and plan for the sustainability of the Domestic Violence Court.
- The Coordinator will develop partnerships with the local judiciary and law enforcement; scheduling information sharing trainings with these groups disseminating this courts program and the culture of the community.
- The Coordinator will continue to participate in the implantation of the "Violence Against Women Act" (VAWA), in and through all departments of LTBB government.
- The Coordinator will represent the LTBB Tribal Court in a respectful and professional manner at all times, even outside of work hours.
- The Coordinator will adhere to the strict confidentiality laws of 42 CFR and 45 CFR when it comes to all court clientele.

- The Coordinator will adhere to the LTBB Tribal Court Employee Handbook and the Tribal Court Employee Code of Conduct.
- The Coordinator will perform other duties may be assigned as necessary.

**EDUCATION AND EXPERIENCE:** Juris Doctorate or other substantial legal experience or education specifically related to domestic violence cases as to make an applicant successful in performing the duties and responsibilities. This position requires a demonstrated ability and knowledge in the area of criminal law and jury trials. A complete knowledge and demonstrated experience in the area of inter-personal communications is a must. An excellent work history with supporting references are required. A working knowledge of Microsoft Office Suites is required. A high ethical sensibility and history is mandatory in this position.

**KNOWLEDGE, SKILLS AND ABILITIES:**

**COMPETENCIES:**

To perform this job successfully, an individual should demonstrate the following skills: Expert knowledge in the jurisdictional requirements of SDVCJ cases; the ability to read and understand laws and regulations; experience with jury trials; the ability to set goals and objectives; the ability to prioritize and plan work activities; the ability to access additional resources as needed; demonstrated accuracy and thoroughness; experience providing innovative approaches to trainings; the ability to show respect and sensitivity for cultural differences; the ability to contribute to building a positive team spirit; and the ability to apply feedback to improve efficiency and effectiveness of programs. Candidate must have excellent communication skills, both verbal and written. Must be able to write reports, procedures, policies, business and general correspondence. Must successfully complete a writing test related to the specific job expectations. Must have proficiency with various software packages including, but not limited to: Microsoft Office (Word, Excel, Access, Outlook, and PowerPoint). Must be able to maintain data base files, make query/searches, and complete other computer/internet searches as needed. Must have a complete understanding of the law and due process requirements in criminal proceedings. Must have knowledge with regard to domestic violence characteristics and issues and a general knowledge of area resources. Previous experience in educating and presenting legal information to groups with various experience in the law. Must be able to work as part of a team and possess a professional demeanor and appearance.

**ETHICS FOR TRIBAL COURT STAFF:** Must maintain strict confidentiality of Tribal Court proceedings, records and documents. Must remain above the political influences in the Tribal community. Must maintain impartiality of the Tribal Court. Must treat everyone with dignity.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable by the Tribe's insurance carrier for duration of employment.

**COMMENTS:**

Indian preference will apply. The Court is a drug-free employer. Individuals must be able to pass random drug screening and a drug screening at hire. Individuals must pass a thorough background investigation.