

# Little Traverse Bay Bands of Odawa Indians

## Job Posting



**Job Title:** Probation Officer/Drug Court Coordinator

**Department:** Judicial Branch – Tribal Court

**Reports to:** Tribal Court Administrator

**Status:** Exempt

**Salary Level:** \$47,125 to \$70,688 Annually

**Level:** C42

**Opens:** July 19, 2022

**Closes:** August 09, 2022

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**SUMMARY:** Monitors adult and juvenile offenders in activities related to legal conditions of probation or parole and/or the Tribal Court's Specialty Court programs. Coordinates all Specialty Court programming and develops new programming.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

#### Manager:

- Manages the day-to-day activity of the case manager and other probation officers.

#### Specialty Court Coordinator:

- Assists in the continued development and implementation of the Specialty Court Programs and manuals. Evaluates existing cases for program eligibility.
- Actively recruits and enrolls across the State of Michigan eligible state and tribal court case participants in the LTBB Tribal Specialty Courts and other appropriate programming. Builds bridges with other jurisdictions for the benefit of clients and our programs. Creates and executes outreach programs designed to foster support for LTBB specialty courts.
- Maintains Specialty Court files and collect data as directed.
- Develops information to promote court system interaction and promote specialty court programming for all Native Americans who qualify for specialty court programming.
- Disseminates information to relevant state or other tribal court staff, initiate transfer of case and/or accepts referrals from other courts, determines reporting requirements expected by other courts including frequency of client progress reporting, determine data elements for collection related to other court cases and maintains communication with other courts for new referrals.
- Complete 5 in 15 weekly by Monday at noon.
- May be required to work some evenings and weekends as dictated by the Court docket.
- Essential job duties may evolve and/or change as approved by the Chief Judge.
- Other duties as assigned.

**Probation Officer:**

- Familiarizes self with the area and with persons living within the community.
- Performs chain of custody drug screens from clients, which may include handling urine specimens and administering PBT tests and/or ensures that any third-party testing service follows appropriate chain of custody and observation protocols for drug screening.
- Investigates and makes sentencing recommendations to the Tribal Court for all cases involving adult and juvenile offenders.
- Maintains probation files and collects probation data.
- Monitors and supervises the conditions related to probation and/or bond imposed by the Tribal Court, performs court-ordered client checks and home visits.
- Provides support, preventive and supervisory counseling to all offenders as applicable for individuals placed on probation by court order.
- Refers offenders for assessments and monitors compliance with recommendations made by the service providers.
- Performs assessments for offenders as assigned.
- Monitor probationers' compliance with all terms and conditions of probation, including but not limited to: employment and/or educational requirements, community service, drug testing, monitoring devices and any other term or condition of probation.
- Informs offenders and their families about the cost, constraints, and responsibilities of maintaining electronic monitoring equipment. Provides installation services in the offender's home, communicates with the electronic monitoring equipment agency, and assists Law Enforcement in monitoring the actions of the offender.
- Provides supervision to adult and juvenile offenders in jail or detention as well as those in treatment facilities.
- Provides effective community service opportunities for adult and juvenile offenders/probationers and monitors compliance with community service orders and reports back to the Tribal Court the status of compliance or non-compliance.
- Provides transportation to court hearings and other appointments as part of treatment to allow program participation.
- Other duties as assigned within the scope of the position.

**Court Liaison:**

- Provides courtesy supervision of adults who are on probation with state court or other tribal courts.
- Responsible for the development of cooperative working relationships with other jurisdictions, to include active involvement and participation in the Michigan Inter-Tribal Probation Officer's Consortium.
- Provides supportive services to agencies/courts who work with Native offenders.
- Reaches out to Emmet, Charlevoix County, and other state probation offices and works towards building excellent working relationships with them.

**Court Officer:**

- Provides transportation as necessary.
- Performs all other appropriate duties as directed by the Tribal Court Administrator.
- Some travel and training within and out of the state is required.
- Must be able to work well within a Native American community.

- Responsible 24 hours a day, 7 days per week for calls concerning caseload. Assumes the position of “Designated Court Officer” in emergency situations. As Court Officer you are expected to be familiar with and capable of performing other employment positions within Tribal Court.

**EDUCATION AND EXPERIENCE:** Bachelor’s degree required in criminal justice, social work, law enforcement, correctional administration, criminology, psychology, counseling and guidance, child development, sociology, or related field. Candidates must have a minimum of two years’ experience as a probation officer and must have completed a recognized probation officer training program. Experience working with a specialty court preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

1. Must have a demonstrated knowledge, understanding, and experience working closely with issues related to substance abuse/abuse disorders and up-to-date knowledge of the latest science in recovery.
2. Must have good investigative skills.
3. Good writing skills are a must.
4. Must have excellent work history and good job references.
5. Must have a professional demeanor and appearance.
6. Must have an even temperament, excellent people skills, have solid interpersonal skills, be able to deal with a variety of personality types, and be committed to professional development.
7. Must be willing to travel; including overnight travel if necessary.
8. Must have high ethical sensibility and history of professional honesty and trustworthiness.
9. Must maintain good moral character and have an excellent reputation within the community.
10. Must be able to define problems, assess facts, able to draw conclusions; make independent judgments and quick decisions.
11. Must be able to establish and maintain effective communication with coworkers, supervisors and the general public.
12. Must be able to comprehend a variety of documents such as police and lab reports, etc.
13. Must be able to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
14. Must be able write routine reports and correspondence.
15. Must be able to speak effectively before groups of Tribal members or employees of our organization.
16. Must be able to work in a high stress environment and handle difficult crisis situations well.
17. Must have organizational skills and be able to plan, prioritize and manage workloads to meet goals in a timely manner.
18. Must be computer literate; including demonstrated proficiencies with Windows, Microsoft Office Suite, and other common programs.
19. Must be on call 24/7. Must be flexible and able to work various shifts, including nights, weekends and holidays.

**PHYSICAL DEMANDS:** Primary work is performed in an office environment with occasional outdoors work (i.e., building sweat lodge), which involves basic lifting and bending. The use of basic traditional tools and materials is necessary. May participate in occasional overnight or weekend activities.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must have valid Michigan driver’s license and be insurable for duration of employment. Must have reliable transportation and be willing to transport clients as needed. Must be willing to successfully complete the certification process for juvenile probation officers and

caseworkers provided by the Michigan Judicial Institute and also successfully complete the certification process for the PBT equipment used by Tribal Court.

**COMMENTS:**

Indian preference will apply. Individuals must pass a thorough background investigation, including criminal and employment, with no felony convictions in the last ten years. Individuals must pass an initial drug screen and random drug screening if hired.