

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2014-30A**

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

PREVIOUS APPLICANTS UNDER THIS ANNOUNCEMENT NEED NOT REAPPLY

POSITION: Wellness Court Coordinator
OPENING DATE: June 5, 2014
CLOSING DATE: Open until filled
DEPARTMENT: Pueblo Court
SALARY RANGE: NE-7; \$26,707 - \$34,736

Position Summary:

Under general direction of the Probation Manager, coordinates activities of the Pueblo of Laguna Community Wellness Court Program to ensure that program participants remain engaged in the treatment program and that the program continues to meet the needs of the clients. Maintain confidentiality of all privileged information.

Essential Duties & Responsibilities:

- Provides information to prospective participants regarding the Wellness Court, including application process and program requirements; reviews applications to ensure completeness of application and to determine eligibility.
- Schedules personal interviews of potential participants with Wellness Court team.
- Guides new participants through in-take process and schedules assessments and evaluations as needed.
- Prepare referrals for eligible clients to appropriate treatment providers for a Drug and Alcohol Assessment.
- Assists in the Development and implementation of rehabilitation programs tailored to the needs of each participant.
- Completes required progress reports, data, collection surveys, and other reports as required.
- Maintains participant information in a program database and in program files.
- Prepares weekly program activity log sheets for distribution to participants.
- Prepares Wellness Court docket in coordination with Court Administrator.
- Locates new or existing programs for Wellness Court participants.
- Attends revocation hearings for Wellness Court participants.
- Prepares orders for required supplies.
- Coordinates training for team members as required.
- Assists in the preparation of grant applications; manages awarded grants.
- Attends training as required.
- Contributes to a team effort and makes individual effort to support Pueblo of Laguna Workforce Excellence.
- Performs other duties as assigned

Minimum Qualifications:

Associate's degree in criminal justice, sociology, behavioral health, or related field plus three years of work experience in the criminal justice field or with Healing to Wellness Court/Drug Court required. A combination of education and experience may be considered. Fluency in the Laguna language preferred.

Background Investigation Requirements:

Type of Background Check	Required
Pre-Employment Drug Screening	X
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	X
Employment Verification, Education / License Verification, Personal Reference Verification	X
Fingerprint Verification	X
Must Be Able to Drive a Pueblo Issued Vehicle	
Other	

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of applicable laws, regulations, and requirements.
- Knowledge of the Pueblo's judicial system and its interaction with the traditional form of government, pueblo customs, and traditions.
- Knowledge of Healing to Wellness Court/ Drug Court ten key components.
- Knowledge of proper spelling, grammar, punctuation, and terminology specific to court/legal documents and processes.
- Ability to communicate effectively, both verbally and in writing. Fluency in the Laguna language highly preferred.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to work as a team member in a structured working environment.
- Ability to maintain confidentiality and to demonstrate moral character.
- Ability to handle multiple tasks and meet deadlines; to analyze situations and adopt appropriate courses of action.
- Ability to work extended hours and various work schedules.
- Ability to make solid decisions and exercise independent judgment.
- Ability to prepare accurate reports and present detailed, accurate, and objective oral presentations.
- Skill in making effective decisions in emergency situations.
- Skill in computer use, including Word, Excel, Access, PowerPoint, and software specific to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
 1. E-mail to POEmployment@lagunapueblo-nsn.gov;
 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES