

KEWEENAW BAY INDIAN COMMUNITY

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

2025 TRIBAL COUNCIL

ROBERT "R.D." CURTIS, JR., President
EVERETT EKDAHL, JR., Vice President
SAM LOONSFOOT, Secretary
ELIZABETH "LIZ" JULIO, Assistant Secretary
THEODORE "AUSTIN" AYRES, Treasurer

DOREEN G. BLAKER
SUE ELLEN "SUZIE" ELMBLAD
DALE F. GOODREAU
JEREMY T. HEBERT
RODNEY LOONSFOOT
TONY LOONSFOOT
TONI J. MINTON

HEALING TO WELLNESS-COURT COORDINATOR

One (1) Full-time, Exempt

ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT

- Completed Keweenaw Bay Indian Community application
- Current Resume'
- Personal Statement
- College transcripts
- Minimum of three (3) professional Letters of Recommendation
- Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Michigan Department of Human Services
- If you are American Indian, you must attach a copy of tribal enrollment or proof of direct descent
- If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Keweenaw Bay Indian Community does not discriminate based on race, color, national origin, sex, religion, or age in employment. However, individuals of Indian Ancestry and Veterans will be given preference by law.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION DESCRIPTION

POSITION: **HEALING TO WELLNESS-COURT COORDINATOR**
1 full-time position, Exempt

LOCATION: KBIC Tribal Court
472 N. Superior Avenue, Baraga, Michigan 49908

SALARY: Grade 9 (\$21.33 minimum starting wage)

SUPERVISOR: Chief Judge

QUALIFICATIONS:

- Bachelor's degree in Human Services, Social Work, Criminal Justice, or related field.

OR

Associate's degree in Human Services, Social Work, Criminal Justice, or related field with two (2) years of experience in substance abuse, a legal setting, or court mandated services program with an emphasis in substance abuse, or related field.

OR

High School Diploma or GED AND 4 years of experience in substance abuse, a legal setting or court mandated services program with an emphasis in substance abuse, or related field.

If the applicant is in recovery, they must have at least two (2) years of continuous sobriety and practice abstinence.

- Must possess knowledge of Tribal tradition and culture, Anishinaabe tradition and culture is preferred.
- Must possess knowledge of recovery models and obtain CADC I certification within 8 months from date of hire.
- Must be knowledgeable of addiction, alcoholism, and pharmacology, or willing to be trained.
- Must be willing to be trained in tether monitoring and the client call in system-currently in use.
- Must possess strong communication (written and verbal), interpersonal, and problem-solving skills.
- Must work well with others.
- Must be organized and timely to ensure client reporting.
- Must be able to demonstrate computer skills and proficiency in Microsoft Office, particularly Microsoft Word and Excel, is required.
- Knowledge of software and the creation of video media, preferred.
- Supervisory experience is preferred.
- Budget or grant management experience is preferred.
- Must possess a valid Michigan Driver's License.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and a pre-employment physical.

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have dishonorable or bad conduct discharges (need DD214).

DUTIES AND RESPONSIBILITIES:

- Coordinates, oversees, and is the lead on organizing the Healing to Wellness Program (HTW Program) components and activities of the program.
- HTW Program clerical duties, not limited to, filing, writing correspondence, and digital record keeping.
- Coordinates with the HTW Program Team in scheduling, preparing the agenda, and preparing information and activities for the weekly HTW Team Meeting and Court sessions.
- Provides probation and program supervision of all HTW Program clients, including but not limited to tether monitoring and the client call in system-currently in use.
- Creates and maintains a data collection system to monitor client compliance
- Preserves the confidentiality of all HTW Program client data.
- Maintains an ongoing log of incentives and sanctions applicable to HTW Program clients.
- Maintains an up-to-date comprehensive list of all available services, public and private, as well as group and individual self-help meetings in Baraga, Houghton, and Marquette counties.
- Coordinates HTW Program services in the community and fosters cooperative relationships with treatment agencies, community organizations, probation departments, and other agencies represented on the HTW Team.
- Secures and monitors treatment and accompanying service contracts.
- Monitors and collects client fluid or hair samples for instant and forensic testing for alcohol and controlled substances.
- Monitors client's compliance with program components and reporting, including but not limited to house checks and curfew checks.
- Works with law enforcement in the supervision of HTW Program clients.
- Provide recommendations to the Chief Judge for the ongoing development of the HTW Program.
- Assists Chief Judge in the implementation of program development and administration of the HTW Program, including but not limited to budget preparation, tracking expenditures, and writing grant proposals.
- Travels and attends training and conferences, as required.
- Maintains strict confidentiality, at all times.
- Demonstrates professionalism in all aspects of their job.
- Assists with overall Probation Office duties and responsibilities, as needed.
- Other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks that will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct, and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are a similar kind or level of difficulty.

Distribution Date: June 25, 2025

Closing Date: July 11, 2025 at 4:00pm

TERO Approval: <i>Robert Curtis</i> Reviewed for barriers only! Date: <u>6/24/25</u>
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