



**HUALAPAI NATION  
JOB ANNOUNCEMENT  
OPEN COMPETITIVE**

**JOB TITLE** : Wellness Court Probation Officer  
**JUDICIAL BRANCH OF GOVERNMENT** : Tribal Court  
**CLASS** : GRANT FUNDED  
**SALARY** : 15.38/hr., D.O.Q.  
**OPENING DATE** : September 6, 2016  
**CLOSING DATE** : OPEN UNTIL FILLED

**POSITION SUMMARY:**

The primary function of the Wellness Court Probation Officer is the direct supervision and management of services to Wellness Court participants as ordered by the Wellness Court Judge and other related duties at the direction of the Wellness Court Judge. The Wellness Court Probation Officer is supervised by Wellness Court Judge. **THIS IS A PART-TIME GRANT FUNDED POSITION LIMITED TO NOT MORE THAN THREE YEAR'S DURATION.** This full-time position is not permanent. This position DOES offer employee benefits.

**ESSENTIAL FUNCTIONS:**

- Conducts intake interviews for all Wellness Court program participants;
- Exercises supervision/monitoring over Wellness Court participants through each program phase;
- Conducts home, worksite and programming visits for Wellness Court participants;
- Prepares and maintains a social and case history on each assigned Wellness Court participant;
- Provides case supervision information at Wellness Court staffings and testifies at Convocation Hearings as necessary;
- Establishes weekly/monthly schedules for in-office and field work days;
- Makes recommendations for program phase reversion, maintenance or promotion; may include recommendation for removal from program;
- Recommends appropriate programming and services at staffings for Wellness Court participants;
- Coordinates referrals, appointments and transportation for Wellness Court participants and monitors compliance with terms and conditions of programming (including community service) and direct services as ordered by the Wellness Court Judge;
- Perform random and scheduled U/As or other drug testing of Wellness Court participants;
- Responsible for taking appropriate steps and/or immediate notification to Wellness Court Judge of alleged violations of terms and conditions of program participation, including recommendations for Wellness Court bench warrant when appropriate;
- Prepare weekly/monthly/quarterly reports and maintains case files on each assigned Wellness Court participant;
- Assist Wellness Court program participants with necessary forms for entry into the program and coordinate participant submission of all program forms; provide assistance to participants in completing forms as necessary;
- Maintains professional and technical knowledge by attending educational workshops in and out of state regarding all aspects of Wellness Courts, including procedures, programming, alcohol and substance abuse resources and services;

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- Deal tactfully, courteously and effectively with program participants and other department staff and program service providers;
- Other duties as assigned by the Wellness Court Judge.

### **SKILLS REQUIRED:**

- Must have a high school diploma or G.E.D;
- Good knowledge of court procedures and the Hualapai Law and Order Code, constitution and tribal ordinances and other administrative rules and guidelines;
- Knowledge of tribal, state and federal criminal jurisdictional issues;
- Knowledge of Hualapai Community cultural traditions and social issues;
- Good knowledge of standard probation record keeping practices and ability to compile and maintain accurate records of assigned program participants;
- Must be able to establish priorities in completing daily assignments;
- Ability to communicate with other departments and agencies to assist in coordinating Wellness Court programming, services and activities for participants;
- Working knowledge of Windows Operating System (Word, Excel) and other databases and computer programs used by the Wellness Court;
- Skills in operating modern general office equipment (computer, fax machine, copier, etc.);
- Must have strong skills in personal communication, counseling, investigation, and report writing;
- Must be willing and able to attend local and out-of-state training as directed by the Wellness Court Judge;
- Ability to multi-task/manage multiple priorities;
- Must pass a background check; Must never have been convicted of a felony;
- Ability to maintain strict confidentiality;
- Must have a valid driver license and be able to pass an MVR screening;
- Submit to and pass a pre-employment and random drug/alcohol screening;
- Must be dependable;
- Position may require work beyond regular business hours.

### **HOW TO APPLY:**

Submit a **completed** Employment Application to: Human Resources Department, PO Box 179, Peach Springs, AZ 86434, fax (928) 769-1191, or call (928) 769-2215/2216 for information. **To be considered for employment, the Human Resources Department must receive a completed application by 5:00 PM on the closing date.** A resume **will not** be accepted in lieu of a completed employment application. **All applications and supporting documentation submitted becomes the property of the Human Resources Department; please keep copies for your own reference.**

### **PREFERENCE:**

All applicants are considered without regard to age, sex, race, national origin, religion, marital status, or physical disability. **However, preference will be given to qualified Community members, to qualified persons of Native American descent, then to other qualified candidates in accordance with Public Law 88-355, Section 703 (702-71) and public Law 93-638, Section 7B.**

### **THE HUALAPAI TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER/PROGRAM**

**Auxiliary aids and services are available upon request to individuals with disabilities.**