



CHOCTAW TRIBAL COURT SYSTEM
MISSISSIPPI BAND OF CHOCTAW INDIANS

CRIMINAL DIVISION
CIVIL DIVISION
PEACEMAKER DIVISION
YOUTH DIVISION

P. O. BOX 6012 / CHOCTAW, MS 39350
PHONE: (601) 650-1658 / FAX: (601) 650-1674

COURT SERVICES
125 RIVER RIDGE CIRCLE / CHOCTAW, MS 39350
PHONE: (601) 663-7822 / FAX: (601) 663-7821

JOB ANNOUNCEMENT #061020

POSITION TITLE: Healing To Wellness- Case Manager
SALARY: Negotiable
OPENING DATE: MARCH 28, 2025 **MAR 28 2025**
CLOSING DATE: APRIL 11, 2025 OR UNTIL FILLED
SUPERVISOR: Director of Court Services
LOCATION: Choctaw Tribal Court
Smith John Justice Complex
TYPE OF EMPLOYMENT: Regular Full-Time/ Non-Exempt (Grant Funded)

SCOPE OF SERVICES:

The Healing-To-Wellness Court Case Manager will work closely with Substance Abuse Specialist/Counselor in dealing with the mental health and alcohol/substance abuse problems of individuals served by the Court. Activities include planning and coordinating services necessary to the client/patient's treatment plan, participating in planned educational requirements for client/patients, assisting in placement activities for client/patients, conducting public education and awareness activities, providing information and referral services, and conducting necessary case management activities related to the client/patient's problems and needs. Perform duties and responsibilities as an officer of the court, balancing the best interests of offenders with public safety.

DUTIES AND RESPONSIBILITIES:

1. Participate as a team member in planning for treatment and other special needs of clientele and families, such as translation, transportation for services and appointments, etc. and overseeing alternative programs.
2. Manages a caseload of individuals and families appropriate to their assigned job functions under the direction of Director of Court Services, Program Coordinator and Substance Abuse Specialist-Counselor.

3. Participates as a team member in planning and implementing placement plans for clients being served by the Court. Maintaining the security of the Court Services Program in compliance with policies and procedures.
4. Maintain the security of confidential files, records, reports, correspondence, verbal communications, and related information pertaining to employees and clientele.
5. Carrying out organizational policies, procedures, and directives.
6. Leads or assists in leading groups with other caseworkers and specialists that have as their purpose the implementation of treatment plans for clients, community awareness and education, support groups and other groups that are a part of the Court's program of service.
7. Participating in and/or provides cross training that reflects their interest and expertise in the Court, Department of Family and Community Services, service providers both on and off the Reservation, and the public.
8. Works closely with those agencies identified as core organizations that are a part of the interagency collaboration plan in facilitating the roles and responsibilities agreed upon in the Memorandum of Understanding with the Healing-To-Wellness Court program.
9. Serves as a resource person in all activities in all programs provided by the Healing To Wellness Court.
10. Create and maintain weekly schedules and track requirements such as training status, attendance, and performance.
11. Document, and report all contacts with clientele, such as their probation status, attendance, and performance into the client's case file/probation supervision software.
12. Maintain, compile statistical data to support the operation as well as the process and outcome evaluations to improve the court's operation and management.
13. Facilitate, prepare, and process case tracking documentation for court and case management related services, including probation status, transfers, revocations, social background investigations, and other recommendations to Criminal Court Prosecutors, and in some cases, federal court officials.
14. Ability to counsel, mentor or mediate clientele engaging in criminal misconduct or other extenuating situations.
15. Maintain professional while monitoring or supervising Urinalysis Screenings.
16. The ability to properly use, manage and supervise equipment used for Intervention services and Electronic Monitoring software for tracking or monitoring probationers.
17. A willingness to travel, train as directed, to maintain, improve job skills and performance.
18. The ability/willingness to coordinate and participate in evening events, groups, classes with clientele as deemed necessary for the delivery of services.
19. Perform other duties and be flexible to assist with Probation as assigned by the Director of Court Services and Healing To Wellness - Program Coordinator.

QUALIFICATION:

1. A successful completion of high school or GED, some college education is preferred in Criminal Justice or related area, or a minimum of two (2) years' experience of full-time law enforcement, military or work experience that provides the applicant with sufficient knowledge in the Criminal Justice System to accomplish the duties and responsibilities discussed above;
2. Must be comfortable in directing adult probationers and juvenile probationers in a correctional setting.
3. Ability to properly supervise multiple cases at one time, maintain the details through analytical and decision-making skills.
4. Ability to inspire and motivate others in support of the organization's vision and mission.
5. Knowledge of public safety standards, court procedures, casework, group work, community organization methods, and community outreach experience.
6. Detail-oriented, organized, excellent written and verbal communication skills to communicate the project scope, program goals in a clear and concise manner.
7. Strong technical experience, ability to design presentations using Microsoft Word, Excel, PowerPoint, database, e-mail, and Internet software.
8. Must be able to provide, maintain a negative drug screen prior to beginning and throughout the durations of employment.
9. You must have a high level of self-motivation, excellent time management skills, documentation skills and be absolutely reliable.
10. Must be of good moral character, integrity, maintain a code of behavior, cooperative working rapport with clients, to achieve treatment goals.
11. Provide public information or maintain confidentiality of client information and/or department information and records according to the requirements of the courts.
12. Ability to effectively communicate verbally, in writing with co-workers, other departments, tribal, county, state and federal elected officials, educators, community leaders, mentors, attorneys, probation departments, law enforcement agencies, treatment providers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
13. Comply with all employers, department policies, work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
14. The ability to speak and understand the Choctaw language fluently is preferred.
15. Preferential treatment will be extended to qualified Indian Applicant.
16. Must have dependable transportation, state driver's license, safe driving record, vehicle insurance as required by state law, and able to get clearance to operate Tribal Vehicles.
17. Must not have a conviction of sexual violence, offense committed against children, or felony conviction of any kind.

18. An offer of employment is contingent upon a successful completion of a criminal background check, including reference checks, criminal history, driver's license checks and driving history on county, state, national levels, pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990, have never been convicted of a misdemeanor, crimes of violence, crimes against person, or plea of nolo contendere or guilty to within the last thirty-six (36) months.

NOTE: The Administrative Personnel Policies Procedure of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when a Wavier of Native American Preference has been secured form the Committee of Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P O Box 6033
Choctaw MS 39350