



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 #096020

POSITION TITLE: Healing To Wellness- Program Coordinator
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 Coordinator will perform the duties and responsibilities as an officer of the court, balancing the best interests of offenders with public safety. The coordinator will be responsible for all activities related to the operation of the Healing-To-Wellness Court, including the court docket, court files, training for participants, information and materials, transportation, and individual records related to participants involved in the system. Statistical gathering and analysis are important skills. The overall objective of this position is to positively influence, develop leadership qualities, awareness of community justice, and compassionate community service with the purpose of preventing those at risk from appearing unnecessarily before the court, then guiding offenders and their families toward responsible and productive adulthood.

DUTIES AND RESPONSIBILITIES:

1. The sole responsibility to the courts is to Serve as the coordinator for Court's Diversionary Programs, in the development, implementation and overseeing alternative programs. To dedicate professionalism with goals to help offenders better themselves and make an easier transition into a productive lifestyle.
2. Maintaining the security of the Court Services Program in compliance with policies and procedures.
3. Maintain the security of confidential files, records, reports, correspondence, verbal communications, and related information pertaining to employees and clientele.

4. Carrying out organizational policies, procedures, and directives.
5. Create and maintain weekly schedules and track requirements such as training status, attendance, and performance.
6. To develop and enhance a close working relationship with the Tribal Office of Attorney General, the Choctaw Department of Public Safety, the Choctaw Division of Schools, and other departments on and off reservation, to provide a coordinated effort of delivering services to the clientele.
7. To assist in making recommendations to the court prosecutor/presenter, when necessary, as to the necessity for pre-adjudication detention of minors, with recurring efforts to notify the parents of minors who have been admitted into youth detention.
8. Document, and report all contacts with clientele, such as their probation status, attendance, and performance into the client's case file/probation supervision software.
9. Assess the probationer's risk level of re-offending, develop a blend of risk management strategies for behavioral monitoring, rehabilitation, restrictions, crisis interventions.
10. To assist in the development of court reports in a timely manner which, if ordered, will constitute a service plan for the clientele and their family.
11. To conduct Informal Hearings with clientele and their families when appropriate by ensuring that minors and their parents, guardians or custodians are knowledgeable of their rights.
12. To counsel with youth-at-risk concerning their behavior to prevent court involvement, counsel, direct probationers concerning the additional conditions of their probation and requirements of reporting.
13. Maintain, compile statistical data to support the operation as well as the process and outcome evaluations to improve the court's operation and management.
14. 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.
15. Ability to counsel, mentor or mediate clientele engaging in criminal misconduct or other extenuating situations.
16. Maintain professional while monitoring or supervising Urinalysis Screenings.
17. The ability to properly use, manage and supervise equipment used for Intervention services and Electronic Monitoring software for tracking or monitoring probationers.
18. A willingness to travel, train as directed, to maintain, improve job skills and performance.
19. The ability and willingness to coordinate evening events, groups, classes with clientele as deemed necessary for the delivery of services.
20. Perform other duties and be flexible to assist with Juvenile Probation as assigned by the Director of Court Services.

QUALIFICATION:

1. At least a four-year degree is preferred in Criminal Justice or related area, Social Work, Family Studies, or two (2) years of full-time casework experience involving establishing, coordinating, and facilitating community-based programs, or Volunteer organizational experience may be substituted for the casework experience.
2. Ability to inspire and motivate others in support of the organization's vision and mission.
3. Knowledge of public safety standards, court procedures, casework, group work, community organization methods, and community outreach experience.
4. Detail-oriented, organized, excellent written and verbal communication skills to communicate the project scope, program goals in a clear and concise manner.
5. Strong technical experience, ability to design presentations using Microsoft Word, Excel, PowerPoint, database, e-mail, and Internet software.
6. Must be able to provide, maintain a negative drug screen prior to beginning and throughout the durations of employment.
7. You must have a high level of self-motivation, excellent time management skills, and documentation skills and be reliable.
8. Ability to mentor youth ages 12-24 and adults, easily engage with others, work both independently and as part of a team with various community stakeholders.
9. Ability to cope with difficult and/or emergency situations requiring immediate decisions in accordance with departmental policies and objectives.
10. Must be of good moral character, integrity, maintain a code of behavior, cooperative working rapport with clients, parents to achieve treatment goals with youth.
11. Provide public information or maintain confidentiality of client information and/or department information and records according to the requirements of the courts.
12. An ability to effectively communicate verbally, in writing with co-workers, other departments, tribal, county, state and federal elected officials, educators, community leaders, parents and children, mentors and tutors, 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. 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 Waiver of Native American Preference has been secured from 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