Yurok Tribe
Job Description

JOB TITLE: Wellness Court Coordinator

JOB GRADE: 9
REPORTS TO: Supervising Staff Attorney

STATUS: Exempt
LOCATION: Klamath

DEPARTMENT: Tribal Court
DIVISION: Health and Human Services

SALARY RANGE: $56,638.40-$73,902.40

POSITION SUMMARY:
Under the general supervision of the Wellness Program Manager, the Wellness Court Coordinator will perform specialized administrative work in the day-to-day management and coordination of staff, programs, and activities of the Yurok Wellness Court. The Coordinator will also assist the Court Director in planning, developing, and implementing new programs determined necessary by the Yurok Tribal Court, Yurok Justice Advisory Board, and Yurok Tribal Council.

DUTIES AND RESPONSIBILITIES:
1. Development of policies and operating procedures for the Yurok Wellness Court programs and services.
2. Implement internal and external reporting systems and procedures for monitoring and controlling programmatic activities.
3. Development of program staff career and training plan requirements designed to improve the job-related effectiveness of each employee.
4. Monitor the day-to-day case management operations of Wellness clients, to ensure service provision is conducted in a timely and effective manner.
5. Ensure client case files are up to date with applicable program requirements.
6. Serve as the lead for Wellness client case staffing and attend regular court hearings when needed.
7. Prepare status reports as requested for members of the Wellness Court for both County and Tribal Court Hearings.
8. Develop community resources for client services (e.g., employment counseling, housing, anger management).
9. Attend and participate in conferences, meetings, and committees as the Yurok Wellness Court representative.
10. Oversee and complete necessary intake and orientation on all-new Wellness clients.
11. Monitor, initiate, coordinate, and refer clients for UA testing and inpatient and outpatient treatment options.
12. Maintain general knowledge of addiction.
13. Serve as liaison between all applicable Yurok Wellness Court team members and applicable outside agencies.
14. Attend Yurok Justice Advisory Board meetings when needed to provide updates on the Yurok Wellness Court activities.
15. Provide guidance and supervision of Yurok Wellness Court staff team members.
16. Performs other related duties as assigned.

**EDUCATION/EXPERIENCE:**

1. Grade 9: Bachelor's degree in related field with two years job specified experience. Employees must be willing to acquire any special certifications or attend any training that is determined to be relevant or becomes required of the position in the future.
2. Candidates with equivalent combinations of education, training and experience will be considered.

**SUPERVISORY RESPONSIBILITIES:**
Provide guidance and supervision to Wellness Court case workers, probation officers, and advocates as needed.

**MINIMUM QUALIFICATIONS:**

1. Effective communication skills both orally and in writing
2. Excellent organizational and case management skills
3. Proficient in using a PC for data entry and research (i.e., Microsoft Office, Excel, Access)
4. Knowledge of facilities or agencies that provide services to Native populations.
6. Be able to work beyond normal Court hours including evening and weekend hours as needed.
7. Recognition that in order to serve Yurok People one must know as much as possible about Yurok history, culture and values.

**CONDITIONS OF EMPLOYMENT:**

1. All applicants are subject to the Tribe’s Drug and Alcohol Policy including pre-employment screening.
2. Valid state issued driver’s license and/or the ability to obtain a California or Oregon driver’s license. Must be insurable on the Tribe’s insurance policy.
3. Must pass a background investigation and fingerprint clearance.

**LANGUAGE SKILLS:**
Must have the ability to read, write and comprehend simple instructions, short correspondence, and memos. With ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Knowledge of Yurok language is preferred but not required.
**REASONING ABILITY:**
Apply common sense understanding to carry out instructions furnished in written, oral and/or diagram form. With ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**
While performing the duties of this job, the employee is frequently required to walk, stand, use hands and fingers, handle, or feel. Employee will have prolonged periods sitting at a desk and working on a computer. The employee must occasionally lift and/or move up to 50 pounds.

**VISION REQUIREMENTS:**
1. Close vision (clear vision at 20 inches or less).
2. Color vision (ability to identify and distinguish colors).
3. Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
4. Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

I, ______________________________, (print name), acknowledge receiving a copy of this job description and understand the requirements. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok Tribal laws, policies and procedures, vehicle usage, procurement, and any additional guidelines set forth by the Yurok Tribe. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination. I understand that the Yurok Tribe is committed to the philosophy that employment relationships are both personal and voluntary. Accordingly, employment at the Yurok Tribe has no specific duration, and either the employee or the Yurok Tribe can terminate the employment relationship for any reason or no reason. This “at will” relationship exists between the Tribe and all employees.

__________________________________________  _____________  ______________
Employee Signature  Date  Employee #

__________________________________________  ______________
Supervisor Signature  Date