



Hoplend Band of Pomo Indians

Job Description

OPEN UNTIL FILLED

Position: Tribal Probation Specialist (F/T, 100% Grant funded position)

Reports to: NCICS Tribal Court Operations Manager

Wage Range: \$18.00 to \$25.00 per hour (DOE)

POSITION SUMMARY: Under the supervision of the Tribal Court Operations Manager, the Tribal Probation Specialist, as an investigative sentencing specialist and supervision specialist, is responsible for providing meaningful assistance to the Court in its deliberations and decisions concerning offenders and to ensure public safety through the monitoring and supervision of offenders placed under supervision by the Court. Additionally, this position will be responsible for the development and implementation of the batterer's intervention program in collaboration with the Court Operations Manager.

ESSENTIAL FUNCTIONS:

1. Develops case supervision plans outlining conditions of probation culturally appropriate services to promote positive behavior.
2. Will help develop and then teach the batterer's intervention program to offenders referred to the program.
3. Conducts screenings and risk/need assessments for sentencing recommendations and presenting investigation reports based on the information collected to determine program eligibility; provide participant orientation; complete appropriate consent to release information and HIPAA forms; and assist in development of case management plan.
4. Develops culturally appropriate supervision and treatment plans that include identification of individual problems and community safety requirements, establishment of specific objectives and develops plans to meet those problems and objectives.
5. Monitors activities and behaviors of offenders; conducts and coordinates all related evaluation activities; monitor overall compliance with case management plan; regularly review and update case management plan/referrals as needed; maintain accurate and complete documentation in the appropriate database and/or case file.
6. Reports regularly to court regarding progress of offenders and assesses need to adjust case supervision plans to include increased graduated sanctions or rewards and incentives as needed.
7. Ensures order and security within the Courtroom.
8. Supervises offenders, which often requires travel to remote rural areas and isolated reservations.
9. Conducts supervised drug tests, home visits, curfew follow ups, and participates on treatment teams for all Court programs.
10. Cooperates with probation offices in other jurisdictions to complete investigations and supervise offenders.
11. Must sign and adhere to the tribes Confidentiality Agreement.
12. Other duties as assigned.

The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organization needs and/or deemed necessary by the manager/director.

REQUIREMENTS/QUALIFICATIONS

Education and Experience: Associate's degree (AA or AS) from an accredited college or university, preferably in Sociology, Criminal Justice, Human Services or a related field; and a minimum of two (2) years of progressive work experience is required. Bachelor's degree (BA or BS) in Sociology, Criminal Justice, Human Services or a related field and progressive work experience, including experience in a court room setting is preferred; or any combination of education and related work experience which demonstrates the ability to perform the duties of the position.

Additional Requirements: Possess a valid California Class C Drivers License and insurable for employer's auto insurance.

Other Qualifications: Knowledge of principles, policies and procedures of probation functions, services and programs; cultural and social factors affecting behavior patterns and attitudes toward community services. Proficient in Microsoft Office Suite: Word, Excel, Power Point, and Outlook.

Language Skills: Should have excellent writing, oral and interpersonal communication skills; ability to work effectively with a wide variety of agencies and organizations; communicate and maintain effective relations with a wide range of social and ethnic groups and clients from varied backgrounds; ability to write routine reports and correspondence; speak effectively in one-on-one and small group situations.

Mathematical Skills: Ability to add, subtracts, multiply, and divides in all units of measure, using whole numbers, common fractions, and decimals

Reasoning Ability: Ability to apply common sense understanding during normal and stressful conditions.

Physical/Work Environment Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee: Must be able to maintain physical stamina and proper mental attitude to work under pressure in a fast paced work environment and effectively deal with clients, legal professionals, employees, and others. Is regularly required to sit, stand, walk and move through all areas of the Tribal Center; speak and hear, and use hands to finger, handle, or feel. Intermittently, operates standard office equipment or motor vehicle; and twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; able to attend various meetings and workshops or act as a facilitator. May reach with hands and arms above shoulder level, bend/stoop, squat, balance, kneel, lift, and push/pull. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The Hopland Band of Pomo Indians and the Northern California Intertribal Court System is committed to a drug and alcohol-free workplace. Any job offer is conditional upon successful passing of a pre-employment drug test and an extensive background security check.

Preference will be given to qualified Native American applicants in accordance with the Indian Preference Act Title 25, US Code Section 472 & 473 and PL 93-638. Appropriate verification of Native American status is required. Other than the aforementioned, Federal Law requires that all applications be considered without regard to race, religion, color, sex, age or national origin. The Hopland Band of Pomo Indians is an Equal Opportunity Employer, subject to provision of P.L. 93-638 Indian Preference Act.