YUROK TRIBE JOB DESCRIPTION
Veteran Wellness Court Coordinator

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Veteran Wellness Court Coordinator</th>
<th>Pay Grade</th>
<th>7/8</th>
</tr>
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<tbody>
<tr>
<td>Department:</td>
<td>Tribal Court</td>
<td>Location</td>
<td>Klamath</td>
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<tr>
<td>Reports To:</td>
<td>Director</td>
<td>FLSA Status</td>
<td>Non-Exempt</td>
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ALL HIRING IS SUBJECT TO THE YUROK TRIBE’S HIRING PREFERENCE

Salary Range $22.04-28.76/$24.16-31.52

POSITION SUMMARY:

Under the general supervision of the Tribal Court Director, the Veteran 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 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 Veteran 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 Veteran 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 Veteran Wellness client case staffing and attend regular court hearings when needed.
7. Prepare status reports as requested for members of the Veteran 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 Veteran Wellness Court representative.
10. Oversee and complete necessary intake and orientation on all new Veteran 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 Veteran 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 Veteran Wellness Court staff team members.
16. Performs other duties as assigned.
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SUPERVISORY RESPONSIBILITIES:

Provide guidance and supervision to Wellness Court case managers, probations officers, and advocates. Incumbent will perform the full range of supervisory duties and responsibilities which includes assigning, developing, training, supervising, and evaluating program staff and their work. Reviews and makes recommendations on personnel actions such as employment, retention, promotion, and termination. This will only occur when such staff is added to this program. Interim responsibility will include interfacing with Federal, State, Tribal program staff with specific responsibilities to Veterans.

MINIMUM QUALIFICATIONS:

- Experience supervising staff.
- Effective communication skills both orally and in writing
- Excellent organizational and case management skills
- Proficient in using a PC for data entry and research (i.e. Microsoft Office, Excel, Access)
- Knowledge of facilities or agencies that provide services to Native populations
- Knowledge of the Yurok Tribe and its surrounding communities, preferred
- Be able to work beyond normal Court hours including evening and weekend hours as needed.
- Be a veteran.

EDUCATION/EXPERIENCE:

Grade 7: Bachelor’s Degree with a preference in the Behavioral Sciences or related field from an accredited college or university AND two (2) years of relevant criminal justice, social work, and/or college internship related experience with two years of supervisory experience.

Grade 8: A Bachelor’s Degree with a preference in the Behavioral Sciences or related field from an accredited college or university AND four (4) years of relevant criminal justice, social work, and/or college internship related experience with two years of supervisory experience.

Note: Equivalent combinations of education and experience are qualifying for all grade levels for which both education and experience (including in service experience) are acceptable.

CONDITIONS OF EMPLOYMENT:

1. All applicants are subject to the Tribe’s Drug and Alcohol Free-Work Place Policy including pre-employment screening.
2. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
3. Must have a CDL and a clean driving record.
4. THIS POSITION REQUIRES COMPLIANCE WITH THE INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION ACT PUBLIC LAW 101-630; 25 CODE OF FEDERAL REGULATIONS PART 63 – INDIAN CHILD PROTECTION and FAMILY VIOLENCE PREVENTION; CRIME CONTROL ACT OF 1990, EMPLOYEE BACKGROUND CHECKS; and EXECUTIVE ORDER 12968, ADJUDICATIVE GUIDELINES
5. 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.
6. 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.
7. PHYSICAL DEMANDS:
   While performing the duties of this job, the employee is frequently required to walk, stand and use hands to finger, handle, or feel. The employee is occasionally required to sit, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, talk and hear. The employee must occasionally lift and/or move up to 20 pounds.
8. VISION REQUIREMENTS:
   • Close vision (clear vision at 20 inches or less).
   • Color vision (ability to identify and distinguish colors).
   • Depth perception (three-dimensional vision, ability to judge distances and spatial relationships).
   • 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. I also understand that, as an employee, I am expected to perform my assigned duties, to read and abide by all Yurok policies and procedures—personnel, vehicle usage, procurement, etc. I understand that any violations of all established policies and procedures may lead to disciplinary measures, up to and including termination.

______________________________________________  ________________  ________________
Employee Signature                           Date                         Employee #

______________________________________________  ________________
Supervisor Signature                          Date