

*LCO Tribal Government
Human Resource Department
Court Case Manager (Re-post)*



*Pride of the Ojibwe
13394 W Trepania Road
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Job Announcement

Job Title	Court Case Manager
Posting Date:	August 5, 2020
Closing Date:	Open until Filled
Salary:	Negotiable
Department:	Tribal Court
Reports to:	Court Administrator

Summary:

The Tribal Healing to Wellness Court will provide options/solutions and link individuals to services in the community to help individuals achieve sobriety, overcome barriers, develop interpersonal skills, positive relationships and confidence for successfully leading crime-free, drug free, sober lives. The case manager will have frequent contact with participants, service providers, and the wellness team to ensure compliance and follow-through with referrals and mandates.

The following duties illustrate responsibilities of the position:

1. Complete intake with individuals referred for wellness court services. This includes gathering all necessary forms and documents to ensure applications are complete.
2. Develop and maintain participant case files, monitor client progress and ensure the follow through of services.
3. Link individuals to supportive services in the community and ensure their follow through with scheduled appointments.
4. Perform drug testing and meet with participants on a regular basis for adequate service coverage.
5. Provide transportation and accompany clients to appointments and court appearances.
6. Provide assistance to clients with preparing forms for outside agency services, i.e. application forms.
7. Act as an advocate for clients in interactions with other service entities.
8. Facilitate program support activities and groups with clients.
9. Maintain cooperative relationships with treatment agencies, community organizations, probation departments, Tribal departments, and other agencies.
10. Gather and compile case data for quarterly reports on participant activities and services.
11. Coordinate cultural activities, trainings, or community events for youth, adults, and/or families as appropriate.

12. Other duties as assigned.

Qualifications:

- Basic understanding of case management
- Ability to communicate effectively and in a professional manner, maintain active case files for clients, and make informed recommendations on client's wellbeing.
- Ability to write reports from available data to determine client needs, identify problems and initiate action plans.
- Basic knowledge and use of computer software, database entry, and spreadsheets (i.e. Microsoft Office, Excel, Word).
- Knowledge of the Lac Courte Oreilles tribal community.
- Must be able to pass a background check.
- Must be able to pass a pre-employment drug screen.

Education/Experience:

Associate'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.

Conditions of Employment:

All applicants are subject to the Tribe's Drug and Alcohol-Free Workplace Policy including preemployment drug screening and random drug screening thereafter.

Valid state issued driver's license and/or the ability to obtain a Wisconsin driver's license. Must be insurable on the Tribe's insurance policy.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release

Information, resume, at least three (3) personal reference letters, and any other supportive documents.

Resume should be typewritten, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL INFORMATION TO:

Lac Courte Oreilles Tribal Government

ATTN: Human Resource Department

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Tribal Preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.