

**CHER-AE HEIGHTS INDIAN COMMUNITY  
OF THE TRINIDAD RANCHERIA**  
Job Description

Job Title: Wellness Court Manager  
Department: Tribal Court  
Reports To: Chief Judge  
FLSA Status: Exempt Full Time (limited term grant funded)  
Prepared By: Chief Judge  
Prepared Date: 04/01/2023  
Approved By: Chief Judge; CEO  
Approved Date: 05/17/2023

**Summary**

Under the general supervision of the Chief Judge and in coordination with other court staff, the Wellness Court Manager is responsible for the day-to-day operation of the Healing to Wellness Court. This position will work with individuals referred and accepted into the Healing to Wellness Court, assess their ongoing needs, coordinate services, and ensure compliance with program guidelines. The Manager will have frequent contact with Wellness Court participants, service providers, and the Healing to Wellness Court team to promote successful outcomes for participants, the court, and the community. The Manager will work collaboratively with the community, Tribal administration, and justice systems' staff to raise awareness and coordinate activities of the Healing to Wellness Court. The position will work with the Chief Judge and Tribal Court Administrator to schedule hearings and reviews, write court reports, and maintain case files including data collection.

**Specific Duties and Responsibilities:**

- Monitor the day to day case management and operations of Wellness Court participants to ensure assessments, referrals, drug tests, and service provisions are conducted in a timely and effective manner.
- Complete necessary intake and orientation for all new Wellness Court participants.
- In coordination with the Wellness Court team, develop case plans for services for Wellness Court participants.
- Monitor, initiate, coordinate, and refer Wellness Court participants to services identified in their case plan.
- Maintain accurate and up to date participant casefiles, records, and database with applicable program requirements on participant progress as well as overall program success.
- Attend regular case staffing and court hearings to ensure all members of the Wellness Court team are properly informed.
- Prepare written and verbal reports for the Chief Judge and Wellness Court team noting the participants' needs, services provided, and assessing the effectiveness of service delivery methods.
- Coordinate with Tribal departments to develop and promote community resources for participants (e.g., employment counseling, housing, anger management).

- Serve as positive liaison facilitating relationships and communication between the Wellness Court and applicable outside service agencies.
- In coordination with the Wellness Court team, help plan, develop, and implement the Healing to Wellness Court.
- Assist in the drafting or revising court policies, procedures, and protocols and ensure compliance.
- Develop staff performance metrics in coordination with the Chief Judge.
- Assist with the collection and maintenance of performance outcome data, including for grant reports and requirements.
- Maintain general knowledge of addiction and continuing education regarding new research and best or promising practices for treatment courts and interventions for co-occurring mental/substance disorders.
- Other related duties as assigned.

### **Competencies:**

To perform the job successfully, an individual should demonstrate the following competencies:

Confidentiality - *Must* have the ability to maintain confidentiality as per local, state and federal laws. Employee will be required to sign a confidentiality agreement.

Analytical - Synthesizes complex or diverse information; Designs work flows and procedures.

Project Management - Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence.

Planning/Organizing - Prioritize and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Must be able to attend meetings, drive a motor vehicle, and conduct business outside the Trinidad Rancheria.

**Minimum Qualifications:**

- High school diploma or GED.
- Two years relevant work experience.
- Interest in criminal justice system alternatives and wellness courts.
- Excellent communication skills.
- Proficiency with common office software and technology.
- Must be alert, personable, and attentive to detail and have a good memory.
- Think clearly and perform well in stressful situations with or without supervision.
- Establish and maintain an effective working relationship with Wellness Court participants, co-workers, Tribal employees, and general public.

**Preferred Qualifications:**

- Experience with wellness courts and criminal justice system alternatives.
- Experience working with individuals with substance use disorders.
- Associate or Bachelor degree in criminal justice, social work, alcohol and drug counseling, or other pertinent field.
- Knowledge of the community, available resources, and potential partner agencies.
- Experience working with Native American individuals and populations.
- Data collection and analysis.
- Grant writing and reporting

**Other Requirements and Considerations:**

- Must possess a valid California Driver's License and be insurable under Tribal Insurance.
- Must be able to travel 10% of the time.
- Must pass pre-employment drug screen
- Indian preference to qualified applicants

**Physical 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 is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to sit. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds.

**Work Environment** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate. Occasional travel may be required.

Signature: \_\_\_\_\_ Date \_\_\_\_\_