

Sitka Tribe of Alaska
Job Description
Healing to Wellness Court: Community Supervision Officer

Exempt:	No	Grade:	6 (24.16 – 26.03)
Department:	Legal	Hours:	8:00a.m. -4:30p.m.
Reports to:	HTWC Coordinator	Effective Date:	February 1, 2021

I. Summary:

The Community Supervision Officer position will be primarily responsible for community supervision of all Healing to Wellness Court (HTWC) participants, both active and applicants. The CSO will work closely with the Court Coordinator to manage day-to-day operations of the HTWC and to offer case management services to participants. The CSO will be responsible for monitoring participant compliance with court orders throughout their time in the HTWC. The CSO may work collaboratively with the Department of Corrections for participants who are dually supervised. The CSO will use a variety of methods to provide individualized supervision in the home, work or community as deemed appropriate through assessment tools. The CSO will work closely with the Multidisciplinary Team on a weekly basis and keep up to date records to present to the Multidisciplinary Team at weekly court proceedings. The CSO will work to raise awareness of the HTWC and its benefits to the community through building strong community partnerships and staying aware of community resources.

II. Essential Duties and Responsibilities:

- Monitor the day-to-day case management operations of wellness clients to ensure assessments, referrals, drug tests, service provisions, home studies and community supervision are conducted on a consistent and effective manner.
- Maintain accurate and up-to-date client casefiles, records, and database with applicable program requirements on client progress as well as over-all program success.
- Attend regular client case staffing and court hearings and inform the team of weekly client progress.
- Develop and promote community resources for client services (e.g., employment, counseling)
- Monitor, conduct, coordinate and refer clients for UA testing and inpatient and outpatient treatment options
- 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.

- Assist the Legal and Finance Departments with fiscal, contractual, and grant funding reports and requirements.
- Serve as a position liaison facilitating relationships and communication between Sitka Tribe of Alaska HTWC and applicable outside service agencies
- Supervise HTWC clients at home, work or community using various supervision techniques that could include electronic monitoring
- Establish or maintain business relationships with companies that administer or conduct electronic monitoring of clients.
- Enforcing curfews or travel restrictions or monitoring or escorting participants for travel
- Prepare written and verbal reports for the Multidisciplinary Team noting the clients' needs, services provided, and assessing effectiveness of service delivery methods
- Assist with the collection and maintenance of performance outcome data
- Assist with cross-training and orientation of new hires or HTWC team members
- Be available to work flexible hours to meet the needs of HTWC participants
- Maintain an open mind and empathy for individuals with substance use disorders
- Other related duties as assigned

III. Minimum Qualifications:

A. Education/Experience:

- Bachelor's Degree in Human Services-related field (e.g., social work, criminal justice) is preferred.
- One-year work experience in human services field, with working knowledge of the legal system, criminal justice system, community resources, alcohol/drug abuse dynamics, and mental health system is preferred.
- Previous experience working with Native Americans is preferred.

B. Knowledge, Skills and Abilities:

- Ability to demonstrate project management skills
- Advanced level of computer skills using Microsoft Office. Preferred skills include proficiency with Microsoft Word and Microsoft Excel by demonstrating the ability to create and format documents
- Ability to provide case management and advocacy services
- Ability to communicate effectively both orally and in writing
- Detail oriented with ability to manage data, files, and reports
- Valid state issued driver's license and/or the ability to obtain an Alaska's driver's license. Must be insurable on the Tribe's insurance policy
- A measure of flexibility to attend to hearings or client needs outside of standard working hours

C. Criminal Background Check

This position requires full compliance with the STA Criminal Background Check ordinance. All candidates for this position must consent to a criminal history record check, fingerprints and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense;
- Who has been found guilty of or pled guilty or no contest to, two misdemeanors or one felony crime involving any crimes of violence, crimes against persons, offenses committed against children, sexual assault, molestation, exploitation, contact, or prostitution;
- Whose past conduct creates an immediate or long-term risk for any Indian child or raises questions about an individual's trustworthiness; or
- Who is currently subject to a restraining order issued after a hearing which restrains the individual from harassing, stalking, or threatening an intimate partner or child.

Who has ever been convicted or plead no contest to two misdemeanors or one felony crime involving theft or dishonesty.

The individual who holds this position is required to report any violation of a criminal statute within one working day of the charge or conviction to the individual's immediate supervisor.

D. Drug and Alcohol-Free Workplace

This position is required to comply with the Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to drug and/or alcohol testing if the immediate supervisor has reasonable suspicion that the employee has reported to work under the influence of a prohibited drug used unlawfully or under the influence of alcohol.

IV. Preference

Tribal Native preference in hiring applies as outlined in the STA Hiring Policy and Procedure and the STA Employee Handbook.