

Sitka Tribe of Alaska

Job Description

**HEALING TO WELLNESS PROGRAM MANAGER**

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Exempt:	Yes	Grade:	11 (\$66,865.50-\$74,705.41)
Department:	Legal	Hours:	8:00a.m. - 4:30p.m.
Reports to:	Legal Director	Effective Date:	January 1, 2024

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**I. SUMMARY**

This position is responsible for the day-to-day operation of the Healing to Wellness Court (HTWC) and its progression. The Program Manager is responsible for maintaining accurate and timely records and documentation for the program; overseeing fiscal and grant obligations; facilitating communication between the team members and partner agencies; ensuring policies and procedures are followed and up to date; scheduling court sessions; and orienting new hires and team members. This position may also act as the Community Supervision Officer (CSO); currently, this is two positions, and the Program manager supervises the CSO.

**II. ESSENTIAL DUTIES AND RESPONSIBILITIES**

**A. Supervision and Authority**

- This position reports to the Legal Director and supervises the Community Supervision Officer.

**B. Program Management**

- Maintain and refine the Healing to Wellness program.
- Maintain and grow the necessary Court partnerships by serving as the liaison with external partners to facilitate the relationship and communication between the Sitka Tribe of Alaska Healing to Wellness Court and applicable outside service agencies.
- Ensure cultural components are integrated throughout the program; organize cultural activities to promote healing and sobriety.
- Monitor fiscal, contractual, and grant funding reports/requirements.
- With the assistance of the Legal Director, apply for program funding grants.
- Identify and recommend updates to Court Policies and Procedures and all related Court documents. Ensure fidelity across Court documents. Establish administrative procedures for implementation.
- Prepare as needed written and/or verbal reports for the Legal Director and judges noting the participants' needs, and services provided, and assessing the effectiveness of the program's methods.
- Other duties as assigned.

#### C. Supervision

- Supervise the Community Supervision Officer. This position will act as the CSO as needed, or if the CSO position is not funded.
- Maintain accurate and up-to-date performance measures data, participant case files, records, and database with applicable program requirements on participant progress as well as overall program success.
- Monitor the day-to-day case management operations of wellness participants to ensure assessments, referrals, drug tests, and service provisions are conducted in a timely and effective manner.
- Monitor indictments for eligible referrals and review referrals of participants from the State Superior Court criminal justice system into the program.
- With the CSO, complete necessary intake and orientation on all new Wellness participants.

#### D. Community Supervision

- Attend regular participant case staffing and court hearings to ensure all members of the team are properly informed.
- Monitor, initiate, coordinate, and refer participants for UA testing and inpatient and outpatient treatment options.
- Develop and promote community resources for participant services (e.g., employment counseling, housing, anger management).
- 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.

#### E. Meetings, STA Reporting and Professional Conduct

- Maintain a professional appearance in the community at all times.
- Represent the Sitka Tribe of Alaska and maintain positive relations with other tribal, state, federal, and local governments, public agencies, Tribal Citizens, the public, and the media.
- Treat STA Council, staff, Tribal Citizens, and the public in a respectful manner.
- Perform other duties as assigned.

### III. MINIMUM REQUIREMENTS

#### A. Education

- Bachelor's degree in Business Administration or related field (Business Management, Justice, Social Work, Behavioral Health, etc.) Comparable work

experience accepted.

**B. Experience**

- Two years of work experience in administrative duties, program implementation or management, or comparable work.
- Experience in the 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 but not required.

**C. Additional Requirements**

- Valid state-issued driver's license and/or the ability to obtain an Alaska driver's license. Must be insurable on the Tribe's insurance policy.
- Must obtain risk/needs assessment (i.e. LSI-R) qualification within three months of hire.

**D. Knowledge, Skills, and Abilities:**

- Ability to demonstrate project administration skills
- Strong working knowledge Microsoft Office Word and Excel, and Google Docs and Sheets.
- Ability to communicate effectively both orally and in writing, across various entities
- Detail oriented with ability to manage data, files, and reports
- Ability to learn Tribal and State criminal justice systems
- Ability to learn case management and recovery services
- A measure of flexibility to attend to hearings or participant needs outside of standard working

**IV. PREFERRED KNOWLEDGE, SKILLS AND ABILITIES**

- Understanding of the Native Community in Sitka
- Previous experience working for a tribal government
- Knowledge of substance abuse, addiction, and recovery

**V. PREFERENCE**

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

**VI. ADDITIONAL**

**A. 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 and submit a separate application for suitability. No individual may fill this position:

- Who has been convicted of any crime involving a sexual offense.

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.

**B. Drug- and Alcohol-Free Workplace**

This position is required to comply with Sitka Tribe of Alaska's Drug and Alcohol-Free Workplace Ordinance. This position therefore is subject to reasonable suspicion and follow-up drug/and or alcohol testing.