

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Dr
Green Bay, WI 54303



OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365
Phone: (920) 496-7900
Fax: (920) 496-7490

APPLY ONLINE AT:
<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

POSITION TITLE: Wellness Court Coordinator (Limited Term – 2 years)
POSITION NUMBER: 03018
DEPARTMENT: Oneida Judiciary
LOCATION: 2630 West Mason Street Green Bay, WI
DIVISION: Non-Divisional
RESPONSIBLE TO: Chief Trial Judge
SALARY: NE8 \$18.64
CLASSIFICATION: Non-Exempt
POSTING DATE: April 3, 2019
CLOSING DATE: Until Filled
Transfer Deadline: April 10, 2019
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will develop, facilitate opportunities for participants to succeed in their journey to sobriety and wellness. This position is essential in linking all key players needed for the Wellness Court team and developing and coordinating the delivery of a variety of services for identified participants. Position responsibilities include all aspects of case management for Wellness Court participants. This is a demanding position that requires the ability to work with a diverse group of people in challenging situations. Works with participants to improve the effectiveness of the Wellness Court by offering support for positive outcomes. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Develops all aspects of a Wellness Court.
2. Network with other agencies to provide maximum access and use of available programs to better serve the population and assist in conducting outreach services.
3. Monitor and review participant's progress. Report all non-compliance issues to respective wellness team.
4. Must work successfully with AODA referrals and all participates wellness court.
5. Perform observed UA tests on program participants as ordered by the Wellness Court.
6. Maintain confidentiality of records, secure appropriate releases from participants as necessary to provide and coordinate case management and program services.
7. Coordination of resources for participants to include but, not limited to transportation needs.
8. Completes routine office tasks such as maintaining up to date case files.
9. Prepares vouchers and ensuring data collection in a timely manner.
10. Prepares monthly, quarterly and annual reports as needed.
11. Prepares truthful, accurate and timely written reports concerning participants in the Nation's Wellness Court.
12. Reviews resources available to program participants and assists participants seeking new resources consistent with their individual treatment plan.
13. Attend Court to provide testimony.
14. Take actions consistent with each individual treatment plan and court orders.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

JOB DESCRIPTION
Wellness Court Coordinator
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PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk, sit; use hands and arms; and talk and hear. Occasionally stand, stoop, kneel, crouch, crawl, and lift and/or move up to twenty-five (25) pounds.
2. Work is generally performed in an office setting with moderate noise level.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of and skills with general office equipment, computers and applications to include Word, Excel, PowerPoint, Outlook.
2. Knowledgeable of Oneida Nation laws and court processes.
3. Knowledgeable of Oneida culture, kinship and other Oneida Nation accepted beliefs and lifeways.
4. Skill in organizational management. This requires the incumbent to plan, organize and schedule priorities efficiently and effectively, meet strict deadlines and successfully cope with challenging situations and conditions.
5. Foster a positive working environment.
6. Ability to work as a team member.
7. Ability to establish and maintain effective working relationships.
8. Ability to communicate efficiently and effectively both verbally and in writing.
9. Ability to work independently with strong sense of focus, task-oriented, be nonjudgmental and have a clear sense of professional boundaries.
10. Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate.
11. Adhere to all Tribal Personnel Policies and Procedures and Department Standard Operating Procedures.
12. Will be trained to and will be responsible to perform observed UA collections for drug testing purposes. UA collections may be performed on weekends.
13. Must have knowledge of community resources for recovery of addictions.
14. Must attend team meetings of the Wellness Court.
15. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
16. Must be willing and able to obtain additional education and training.
17. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
18. Must pass a background security check with the Oneida Nation to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
19. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

1. One (1) year experience with a treatment court.
2. Three (3) years working in a treatment setting with AODA clients that include daily contact, monitoring/coordination with clients.

MINIMUM QUALIFICATIONS:

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor of Science degree in social work, psychology or related field; Two (2) years working in a treatment setting or with a treatment court for AODA clients, in a position that required daily contact, monitoring/coordination with clients of relevant experience; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

Must provide a copy of diploma, license, degree or certification upon employment.