

POSITION DESCRIPTION

POSITION: Healing to Wellness Court Prevention Specialist **LICENSED:** No
DEPARTMENT: Bay Mills Tribal Court **GRADE:** 12
REPORTS TO: HTWC Coordinator/Court Administrator **STATUS:** Non-Exempt

POSITION SUMMARY:

The Healing to Wellness Court Prevention Specialist will assist the Healing to Wellness Court Coordinator in the planning, development, administration, and monitoring of the Healing to Wellness Court (HTWC). This position will also help coordinate activities involving court officials, police, health and human services, Bay Mills Community College, and other HTWC team members. The HTWC Prevention Specialist will be required to implement the programs set forth by the Healing to Wellness Team for the enrolled participants.

ESSENTIAL FUNCTIONS:

1. Serves on the Healing to Wellness Court Committee
2. Assists in the development of the Healing to Wellness Court Program.
3. Provides substance abuse prevention consultation services for the Healing to Wellness Court participants.
4. Helps to provide case management for all clients in the program and assists clients through all aspects of the comprehensive court system; including court involvement, intensive treatment and counseling, law enforcement, follow-up services, culturally appropriate intervention, job training, education, restitution, and community service as ordered by the court.
5. Be a positive role model for the program and its participants.
6. Assist recovering persons to identify their personal interest, goals, strengths and weaknesses regarding recovery.
7. Coach recovering person to develop their own plan for advancing their recovery; for “getting the life they want”.
8. Provide recovery education to participants for every phase of the recovery journey.
9. Develop relationships within the extended recovery community.
10. Assists with data collection and maintenance, including information from treatment providers, probation, law enforcement, court, HHS providers, and other related agencies.
11. May assist with preparing reports for HTWC Committee and grant requirements.
12. Functions as another point of contact for information concerning cases processed within the Healing to Wellness Court.
13. Performs drug testing in its many forms and accurately reports results.
14. Performs home visits and provides transportation of participants to local service providers when necessary.
15. Responsible for managing the daily operations of the Sober Living Home.
16. Establishes and maintains liaisons between the Behavioral Health Clinicians and other public and private agencies, community organizations, and professional groups.

17. Reviews and prepares marketing strategies and distributes substance abuse educational materials (implements strategies to raise awareness of alcohol and drug-related issues in the community).
18. Provide assistance and forms to individuals who are seeking relief in Tribal Court.
19. Must attend all mandatory training designated through the Human Resources Department and/or Department Director.
20. Other duties may be assigned within the scope and complexity of this positions essential functions.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Occasionally the employee must squat, kneel and reach above shoulder level. The employee may occasionally lift and/or move up to 50 pounds.

POSITION REQUIREMENTS:

1. High School Diploma or equivalent required.
2. Associates and/or Bachelor's Degree (or working towards) in Human Services field, Criminal Justice, Substance Abuse, Legal Assistant Studies, Business Administration or related field preferred
3. Must have experience working with/in alcohol and/or drug programs and/or court systems.
4. Must have prior experience in a position that demonstrates a high degree of confidentiality.
5. Must be able to treat the public with courtesy. (Dealing with defendants; plaintiffs, attorney, social workers, etc.)
6. Must successfully meet the qualifications for driving a tribal vehicle as listed under section 211 of the Tribe's Personnel Policies and Procedures.
7. Must successfully pass a criminal background check.
8. Must be able to be LEIN (Law Enforcement Information Network) certifiable.
9. Must be willing to work a flexible schedule, including evenings, weekends, holidays, and be available for on-call.
10. Must be able to maintain composure and use good judgment during crisis situations.
11. Excellent communication skills are required, as demonstrated through references from previous employers and co-workers.
12. Must have prior experience working with computers, word processing, excel, QuickBooks, and other office equipment.
13. Must have an excellent past work record, as demonstrated through references from previous employers and co-workers.
14. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: March 31, 2023 @ 4:30 pm

APPLY TO: Send Resume and Application to:

Anna Carrick or Renae Wiczorek
Human Resources Generalists
Bay Mills Human Resources Department
12124 W. Lakeshore Drive
Brimley, MI 49715
(906) 248-8523 or (906)-248-8528

recruitment@baymills.org

Subject: HTWC Prevention Specialist

Applications can be found on the Bay Mills website at www.baymills.org under the employment section

Approved: March 14, 2023