

****JOB ANNOUNCEMENT****
Tribal Court Improvement Program Coordinator

POSITION: Tribal Court Improvement Program Coordinator

POSTING DATE: October 11, 2018

CLOSING DATE: October 25, 2018

SALARY: \$22.00-\$25.00 (D.O.Q)

LOCATION: LCO Tribal Court

DEPARTMENT: LCO Tribal Administration

SUPERVISION: Court Administrator

ADMINISTRATION: LCO Tribal Policies & Procedures

JOB SUMMARY: This position will oversee the LCO Tribal Court Improvement Grant. The purpose of the grant is to conduct an assessment of how the Tribal Court handles child welfare proceedings; implement changes to address the results of the assessment; ensure that the safety, permanency, and well-being needs of children are met in a timely and complete manner; and continuously improve the quality of court hearings and legal representation, including engagement of parties, through training and efforts to increase substantive and procedural justice.

MAJOR TASKS AND RESPONSIBILITIES:

- Manage the LCO Tribal Court Improvement Grant.

- Coordinate with the Tribal Court Director the hiring of third-party assessment and evaluation consultants.
- Coordinate and facilitate an Advisory Committee to implement improvements based off the assessment.
- Coordinate and facilitate Court Appointed Special Advocate (CASA) program.
- Monitor spending of the grant, contract and program data requirements.
- Coordinate with the Finance Department, and Court Director to ensure cost recovery on all grants, contracts and awards for programs.
- Ensure overall compliance with terms and conditions of the grant and contract.
- Maintain a grant, contract, program reporting calendar.
- Manage the data collection and reporting for the grant.
- Write and submit required reports to the Tribal Court Director for review and submittal to funding agency.

Minimum Qualifications

Bachelor's degree in business administration, social science, criminal justice or other Social Science Field preferred, two (2) to four (4) years of in financial analysis, financial management, developing and monitoring budgets, grant reporting, and/or accounting.

SPECIFIC SKILLS/KNOWLEDGE/ABILITIES REQUIRED FOR POSITION:

- Knowledge of Federal Grant compliance, such as Department of Justice, and administration.
- Proficiency in MS Office products and ability to work with MIT accounting packages.
- Outstanding communication skills (written and oral).
- Ability to communicate in a diplomatic, friendly, and effective manner.
- Ability to work on multiple priorities and meet deadlines.
- Ability to solve problems creatively in order to meet organizational goals and objectives.
- Ability and experience facilitating committees.
- Ability to maintain a flexible work schedule, including evenings, weekends and overnight or extended travel as necessary.
- Must possess ability to communicate professionally, both orally and in writing with a service-orientated approach, sometimes in stressful circumstances.
- Must be self-directed.
- Must be able to maintain confidentiality, handle crisis and tolerate stress professionally.
- Ability to promote an alcohol, tobacco and drug-free lifestyle.
- Ability to apply proficient understanding to carry out instructions furnished in written, oral or diagram form.
- Must have a valid Wisconsin driver's license and be insurable with the Nation's insurance.
- Must have interest and knowledge of Native lifestyle and culture.

- Demonstrate maturity, dependability, judgment and empathy in performances of assigned duties.
- Must possess professional work ethics, manner, and appearance.
- Must be able to pass a pre-employment drug screen and any random drug screens thereafter.

APPLICATION PROCEDURE:

Submit an LCO Employment Application, cover letter, resume, and at least three (3) reference letters, and any supportive documents. Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

MAIL INFORMATION TO:

**Lac Courte Oreilles Tribal Government
13394 W Trepania Road
Hayward, WI 54843**

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.