
LAC VIEUX DESERT BAND OF LAKE SUPERIOR CHIPPEWA INDIANS

HUMAN RESOURCES

P.O. Box 129, N5384 US 45 Watersmeet, MI 49969
Phone: 906-358-4226 Fax: 906-358-4913



POSTED: October 23rd, 2025

DEADLINE: November 6th, 2025

JOB DESCRIPTION

POSITION: Wellness Court Administrator

DEPARTMENT: Tribal Court

LOCATION: Tribal Court

EMPLOYMENT: Full Time – Grant Funded

PAYRATE: \$25.00 - \$35.00/Hour

DESCRIPTION:

The Wellness Court Administrator will work closely with multiple Tribal Departments to develop and implement new Tribal Healing to Wellness Courts with the intent to provide alternatives to incarceration, focus on healing and reintegration, and reduce recidivism. After the implementation of each Wellness Court, the Court Administrator will be responsible for many of the administrative activities required for the court to function.

DUTIES AND RESPONSIBILITIES:

- Efficiently and professionally run numerous programs under the Wellness Court umbrella.
- Work closely with other Tribal departments including the Prosecutor's Office, Police, Behavioral Health, and Social Services.
- Work closely with the Tribal Probation Officer and the Wellness Court Officer to properly supervise members who are working through healing and wellness programs.
- Interact with members who are working through the programs.
- Understand and be able to implement best practices for healing to wellness courts.
- Understand the culture and traditions of the Lac Vieux Desert Tribe and be willing to design and implement programs which embrace those traditions.
- Work with federal and state grant systems to properly record grant fund usage and look for other funding sources.

- Perform all administrative duties required to run an alternative court system including keeping confidential files and records.²
- Keeps statistical records as required.
- Create and implement evaluation strategies for new programs and implement changes to programs as required.
- Attend Tribal, State and Federal meetings and trainings as required.
- Other duties as assigned

MINIMUM QUALIFICATIONS:

- Bachelor's degree or comparable work in the field. Equivalent combination of education and experience is preferred.
- Valid Michigan driver's license.
- Must be willing to be on call as needed, including evenings and weekends.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Have knowledge or be willing to learn about the history, traditions, and culture of the Lac Vieux Desert Band of Lake Superior Chippewa Indians and be willing to incorporate that knowledge into the workplace and culturally appropriate programs.
- Knowledge of appropriate tribal laws relating to Wellness Courts, legal terminology, court practices and procedure, modern office procedures and computer skills.
- Knowledge of best practices for probationary programs and alternative court programs.
- Ability to communicate with program members in order to obtain relevant information, communicate effectively, verbally and in writing, follow written and verbal instruction, prioritize tasks, monitor spending and establish and maintain effective working relationship with fellow employees and public.
- Computer knowledge as well as word processing, spreadsheets, database software, phone, fax and copy machine. Must be willing to work with other technology as needed.
- Willingness to work with Tribal Court, Tribal Police, Tribal Social Services, Healthcare Personnel, and Tribal Prosecutor to provide necessary services for crime victims.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, walk, talk, hear, use hands, handle, feel or operate objects and reach with hands and arms.

The above statements are intended to describe the general nature and level of work performed by people assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. Management retains the right to add or to change the duties of the position at any time. Must be able to pass a pre-employment drug screen and applicable background checks related to the position

Date Approved by the Tribal Council: September 29th, 2022

Lac Vieux Desert Band of Lake Superior Chippewa Indians

Human Resources Department

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Sign _____ **Date** _____