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# 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



### JOB DESCRIPTION

**POSITION:** Wellness Court Officer

**DEPARTMENT:** Tribal Court

**LOCATION:** Tribal Court

**SUPERVISOR:** Wellness Court Administrator

**EMPLOYMENT:** Full Time – Grant funded

**PAY RATE:** \$21.00 - \$25.00 per/hr

### DESCRIPTION:

The Wellness Court Officer will work closely with the Wellness Court Administrator to implement the new Tribal Healing to Wellness Courts with the intent to provide alternatives to incarceration, focus on healing and reintegration, and reduce recidivism. The Wellness Court Officer will be responsible for closely supervising members who are working through the healing to wellness programs and taking steps to help the member succeed. The Wellness Court Officer will also be responsible for administrative work as required by the Healing to Wellness Programs.

### RESPONSIBILITIES:

- Meet with probationers who are working through the Tribal Healing to Wellness Courts.
- Drug and alcohol test those working the programs as required.
- Provide both supervision and support to those who are working through the programs.
- Violate probationers who are not working the programs as required.
- Work closely with other Tribal departments including the Prosecutor's Office, Police, Behavioral Health, and Social Services.
- 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.
- Keeps statistical records as required.
- Attend Tribal, State and Federal meetings and trainings as required.
- Attend tribal probation officer training.

- Perform administrative work as required by the Wellness Court Administrator.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Associates 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**

- Must be willing to work closely with probationers, including being a support system as well as willing to violate probationers when required.
- 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.
- Have knowledge or be willing to learn about appropriate tribal laws relating to Wellness Courts, legal terminology, court practices and procedure.
- Knowledge of modern office procedures and computer skills.
- 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, 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 29, 2022**