



## TRIBAL PERSONNEL DEPARTMENT

# JOB ANNOUNCEMENT-REPOST

**JOB TITLE:** **Zaagiibagaa Healing to Wellness Court Case Manager**  
**SUPERVISOR:** Zaagiibagaa Healing to Wellness Court Coordinator  
**LOCATION:** Tribal Courts  
**POST DATE:** February 27, 2024  
**CLOSING DATE:** Open until filled

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**General Description:** The primary responsibility of this position is to work with individuals referred and accepted into the Zaagiibagaa Healing to Wellness Court (ZHWC), to assess their ongoing needs, coordinate services, and ensure compliance with program guidelines, including supervising, witnessing and processing urine/saliva sample procurement from ZHWC clients. The Case Manager will have frequent contact with clients, service providers, and the ZHWC team to ensure compliance and follow through from clients. The Case Manager's role maintains strict confidentiality. Work hours may include occasional weekends, evenings, and holidays.

**Qualifications:** High School Diploma or equivalent is required. Associate or Bachelor's Degree in Human Services related field is preferred. Minimum of 1-year past work experience in a Human Services related field with working knowledge of the legal system, criminal justice system, juvenile justice system, community resources, alcohol/drug abuse dynamics, and mental health system is required. Valid driver's license and liability insurance is required. Experience in working with Native Americans is preferred.

**Salary:** \$15.00-\$20.00/hr. depending on qualifications.

**How to Apply:** Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website [www.ldftribe.com](http://www.ldftribe.com) or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department  
P.O. Box 67  
Lac du Flambeau, WI 54538  
715-588-3303  
Email: [hr@ldftribe.com](mailto:hr@ldftribe.com)

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians**  
**Nonexempt Position Description**

**A. TITLE OF POSITION:** Zaagiibagaa Healing to Wellness Court Case Manager (ZHWC)

**B. DEPARTMENT:** Tribal Courts

**C. SUPERVISOR'S TITLE:** Zaagiibagaa Wellness Court Coordinator

**D. DESCRIPTION OF DUTIES:** The primary responsibility of the Case Manager is to work with individuals referred and accepted into the Zaagiibagaa Healing to Wellness Court (ZHWC), to assess their ongoing needs, coordinate services, and ensure compliance with program guidelines, including supervision, witnessing and processing urine/saliva sample procurement from ZHWC clients. The Case Manager will have frequent contact with clients, service providers, and the ZHWC team to ensure compliance and follow through from clients. The Case Manager's role maintains strict confidentiality. Work hours may include occasional weekends, evenings, and holidays. Specific responsibilities include but are not limited to the following:

1. Assess the needs of clients and develop case management plan through use of intake paperwork and individual interviews.
2. Assist clients to accomplish goals as deemed by the case management plan. This may involve supervision of activities.
3. Ensure clients have the tools they needed to be successful after completion of the ZHWC.
4. Assist Coordinator in delivering incentives and sanctions.
5. Contact, coordinate, and communicate with resources in the community including Probation and Parole.
6. Frequent contact with clients throughout the program duration as deemed necessary based on case management plan.
7. Complete home visits of the participants in the ZHWC as deemed necessary based on case management plan.
8. Maintain accurate and timely records related to clients.
9. Maintain confidentiality standards and complete required Releases of Information as necessary.
10. Conduct, witness and supervise random drug testing on all clients.
11. Meet and collaborate with ZHWC Court Coordinator as required.
12. Participate in ZHWC team staff meetings.
13. Conduct public education presentations to promote community awareness of and support for the program.
14. Maintain, monitor, educate, install and remove electronic monitoring equipment including the completion of required paperwork. Use of web-based software to verify, encourage and monitor compliance and report information to ZHWC Coordinator.
15. Transport clients as appropriate. Assist clients with the use of public transportation and strategies.

16. Attend weekly status hearings and court sessions; reporting on client progress and perform follow up to assure decision implementation.
17. Provide relapse prevention support and activities to clients.
18. Engage with clients using non-adversarial approach.
19. Interact respectfully and collaboratively with all team members and external partners.
20. Participate in all required trainings.
21. Follow all IT policies as it relates to cell phone and computer use.
22. Follow all GSA vehicle rules and policies and complete trainings as required.
23. Case Managers are mandated reporters in the State of Wisconsin and will report all suspected incidents of child abuse or neglect and elder abuse or neglect to the appropriate authority.
24. Client file management.
25. Data collection and entry.
26. All other duties as assigned.

**E. POSITION RELATIONSHIPS:**

1. **Internal:** Frequent contact with Tribal and County Court Personnel and treatment providers.
2. **External:** Community members involved in the Wellness Court, family members, community leaders.

**F. SUPERVISORY RESPONSIBILITIES:** None

**G. SUPERVISION RECEIVED:** ZHWC Court Coordinator

**H. EDUCATION:** High School Diploma or equivalent is required. Associate or Bachelor's Degree in Human Services related field is preferred.

**I. EXPERIENCE:** Minimum of 1-year experience in a Human Services related field with working knowledge of the legal system, criminal justice system, juvenile justice system, community resources, alcohol/drug abuse dynamics, and mental health systems is required. Experience in working with Native Americans is preferred.

**J. SKILLS:**

1. Must possess excellent oral and written communication skills.
2. Must be capable of maintaining confidentiality.
3. Must be proficient in use of computers and software such as, but not limited to, MS Word, Outlook, and Excel.
4. Must be able to perform duties with minimal supervision.

**K. WORKING ENVIRONMENT:**

1. **Work Conditions:** Normal office setting
2. **Exposure to Hazards:** Will complete home visits, potential hazards may be present.
3. **Physical Requirements:** May be exposed to long periods of sitting and standing.

**L. BEHAVIOR:** The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the ZHWC Case Manager to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance. Any attitude or behavior that will tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and is subject to disciplinary action.

**M. OTHER:** Demonstrate a strong commitment to cultural beliefs and values of the Lac du Flambeau Band of Lake Superior Chippewa Indians and the governing Tribal Council. Practices cultural sensitivity at all times, recognizing the respective diverse work styles within the organization and the Lac du Flambeau community. Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. Must possess and maintain a valid Wisconsin Driver's license, be insurable, and personal vehicle. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

**N. SIGNATURES:**

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**Employee** **Date**

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**Manager** **Date**

Previously signed  
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**Tribal Administrator** **Date**

Previously signed  
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**Human Resource Director** **Date**