



Quileute Tribal Council

• QUILEUTE INDIAN TRIBE •

Human Resources Department
P.O. Box 279 • La Push, WA • 98350
(360) 374-6163 / 4367 / 2175 • Fax (360) 374-4368



Quileute Tribe Job Description

Wellness Court Coordinator/Probation Assistant

HOW TO APPLY: Send the Application Package to the address listed below.

Applications can be downloaded at www.quileutenation.org/job-openings/

Via email: hr@quileutenation.org

-OR-

The Quileute Tribe
Human Resources Department
P.O. Box 279
La Push, Washington 98350

Ensure your Application contains:

1. Quileute Tribal Application (**REQUIRED**)
2. Cover Letter (**REQUIRED**)
3. Resume (**REQUIRED**)
4. Tribal Enrollment Verification (**REQUIRED**)
5. Driver's License (**REQUIRED**)
6. Diploma/Transcripts(s) High School/GED, College (**REQUIRED**)
7. Certification(s)
8. Credentials (if required)
9. Writing Sample(s) (if required)

NOTE: Incomplete applications will not be considered.

Position: **Wellness Court Coordinator/Probation Assistant**
Supervisor: Probation Officer
Location: Quileute Tribal Court
Work Info: Full Time: 40 Hrs/Week (M-F)
Salary: Starting pay \$35,000 Annual or DOQ/E

POSITION SUMMARY:

This is a grant-funded position through September 30, 2025, so employment may end once the grant cycle ends. You will perform specialized administrative work in the day-to-day management, programs, and activities of the Quileute Tribal Healing-To-Wellness Court. The Coordinator will also assist the Court Administrator in planning, developing, and implementing new programs determined necessary by the Quileute Tribal Court.

Further, you will assist the Quileute Tribal Probation Department in monitoring the compliance of probation clients. Additionally, you may be tasked to gather information, prepare reports, and conduct administrative and clerical duties in accordance with department logistics.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING:

- Development of policies and operating procedures for the Quileute Tribe Healing-To-Wellness Court programs and services.
- Monitor the day-to-day case management operations of Wellness clients, to ensure service provision is conducted in a timely and effective manner.
- Ensure client case files are up to date with applicable program requirements.
- Attend regular court hearings when needed.
- Prepare status reports as requested for clients.
- Develop community resources for client services (e.g., employment, counseling, housing, anger management).
- Attend and participate in conferences, meetings and committees as the Quileute Wellness Court representative.
- Oversee and complete necessary intake and orientation on new Wellness Court candidates or clients and Probation clients.
- Monitor, initiate, coordinate, and refer clients for UA testing and inpatient and outpatient treatment options.
- Serve as liaison between all applicable Quileute Wellness Court committee members and applicable outside agencies.
- Provide guidance, training, and program resources to Wellness Court committee members.
- Perform Probation department administrative and clerical duties (e.g. answering phones, case file maintenance, document drafting, making copies, scanning documents).
- Meet regularly with probation clients and outside agencies to verify compliance with drug and alcohol programs, domestic violence programs, mental health counseling, community service or any other condition of probation.
- Conduct drug screening/urinalysis of defendants/probationers as directed.
- File reports with the Court on the status of probationers as directed by the Judge or legal counsel.

- Conduct probation outreach pertaining to treatment alternatives and proposed sentencing alternatives.
- Make case recommendations for Defendants upon the request of Court or Prosecution.
- Transport incarcerated individuals to and from jail for hearings, appointments or as otherwise directed or required.
- Monitor and secure courthouse and court facilities as necessary to conduct the court's business.
- Other duties as assigned.

SKILLS, KNOWLEDGE AND ABILITIES

- Uphold a high standard of ethics and confidentiality in all aspects of job performance on and off duty.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Review and make recommendations on client case actions such as retention, promotion, and termination.
- Maintain general knowledge of addiction recovery-based practices and methods.
- Assist the department in meeting organizational obligations, goals, and requirements.
- Be present during court proceedings to assist and uphold security measures.
- Implement internal and external reporting systems and procedures for monitoring and controlling programmatic activities.
- File multiple reports with the Court to include the status of Probationers and Wellness Court participants as directed.
- Input client and case data into multiple case management systems

WORK ENVIRONMENT:

- The majority of work is conducted in an office environment, however, there may be occasions when you are at a jail or treatment facility.
- Frequent interruptions

PHYSICAL DEMANDS:

- Position requires sitting at a desk for extended periods of time and use of a computer screen.
- Frequent driving to meetings or assisting with client transports, at times requiring prolonged periods of time in a vehicle.
- Ability to lift up to 40 pounds.

SUPERVISORY RESPONSIBILITY:

- None

QUALIFICATIONS:

- High School Diploma or Equivalent
- (2) years of relevant working knowledge of the legal system, criminal justice system, juvenile justice system, community resources, alcohol/drug abuse dynamics, and mental health system Effective communication skills both orally and in writing

- Excellent organizational and case management skills
- Proficient in using a PC for data entry and research (i.e. Microsoft Office, Excel, PowerPoint, Word)
- Knowledge of facilities or agencies that provide services to Native populations
- Knowledge of the Quileute Tribe and its surrounding communities
- Ability to deal with problems involving several concrete variables in standardized situations.
- Must possess the ability to understand, learn about, and appreciate the differences working within Native American culture.
- Must have knowledge of criminogenic factors.
- Must have and retain a valid driver's license.
- Must pass a criminal background check.
- Must have excellent written and verbal communication skills.

GENERAL INFORMATION:

The statements contained herein reflect the general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or balance the workload.

Special Requirements: Must have and retain a valid Washington State Driver's License ~ please provide a copy with job application. Must pass a criminal background check, drug and alcohol screening and reference check.

Indian preference will apply. If applicants have equal qualifications, preference will be given first to a Quileute Indian applicant and then to other Native Americans and Alaska Natives. Except as provided by the Indian Preference Act (Title 25 U.S. Code Sec. 472 & 473) there will be no discrimination in selection because of race, color, creed, age, sex, national origin, physical handicap, marital status, politics, or membership/non-membership in an employee organization.

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