



LITTLE RIVER BAND OF OTTAWA INDIANS POSITION VACANCY ANNOUNCEMENT

Position: **Peacemaking Coordinator/Probation Officer –Tribal Court - (1) Full Time**

Pay Grade: NE10 **Hiring Range :** \$18.98 – \$23.62 **Commensurate with Verified Qualifications**

Status: Non-Exempt Hourly/Bi-weekly Pay **Background Check:**

Extensive

Indian Preference applies in accordance with Ordinance #15-600-02

Summary: Responsible for overseeing the growth and everyday functions of the Peacemaking program. Provides a traditional healing approach to conflict resolution. Conducts and coordinates Peacemaking sessions, trainings, and presentations. Responsible for supervising juveniles and adults placed on Probation through the Tribal Court and providing a traditional approach to assist probationers comply with and complete probation terms.

Employment Qualifications: Minimum Necessary Qualifications –

A qualified candidate shall offer the following:

- Associate degree in criminal justice or legal studies and work experience of two (2) or more years in criminal justice, peacemaking, dispute resolution, conflict management, or a related field (a combination of education and experience may be considered in lieu of an Associate's Degree);
- Technical skills of an intermediate to advanced user of MS Office Software, case management database systems, computers, and office equipment
- An understanding of the Tribal Court system and Tribal laws.
- Knowledge of Anishinaabe culture and traditions.
- Valid driver's license

Duties and Responsibilities:

1. Oversee all Peacemaking sessions, either by acting as a Peacemaker or appointing Peacemakers.
2. Recruit and train Peacemakers.
3. Assist Peacemakers and Peacemaking participants in developing clear Peacemaking contracts and monitor the progress of Peacemaking contracts.
4. Implement and follow Peacemaking guidelines and Tribal Court rules; develop policies, procedures, and forms for the Peacemaking program.
5. Promote the Peacemaking program through news articles, meetings (in-person and virtual), information sessions, and attendance at Tribal functions as directed .
6. Case management duties including data entry into database, maintaining a case file, responding to emails and written correspondence ,and scheduling Peacemaking sessions.
7. Operate a broad range of office equipment such as computers, copiers, scanners, shredders, and other department specific machines. Works with vendors/IT staff for proper equipment .maintenance.
8. Occasional overnight travel to attend off-site Peacemaking sessions, meetings and trainings.
9. Develop policies, procedures, and forms for use in the probation process.

10. Interviews probationers, their families, victims, and interested individuals as part of the presentence investigation; formulate plans of probation and present written and oral sentencing recommendations to the Court.
11. Participate in and testify at court hearings, including but not limited to sentencing hearings and probation violation hearings.
12. Monitor and supervise the progress of probationers.
13. Advise probationers of available community resources and_ make referrals, if necessary, to organizations that can assist them in meeting the terms of their probation.
14. Confirm probationer's participation and attendance in programs and services as part of terms of Probation.
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16. Perform routine and random PBTs and drug tests.
17. Perform home visits with probationers.
18. Report and file motions for probation violations.
19. Make recommendations to the Court regarding termination or extension of probation.
20. Implement and follow Probation protocols, policies and procedures.
21. Maintain confidentiality in all aspects of work and comply with all applicable tribal, federal, or state laws and procedures.
- 22 All other duties as assigned by supervisors.

Application Instructions:

Obtain an application form (fillable online) on the Tribe's website www.lrboi-nsn.gov (under "Employment" heading) or a copy of the position description by contacting Human Resources at:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Phone: (231) 398-6859; Email: apply@lrboi-nsn.gov ATTN: HR

To apply: Please submit completed application, cover letter, resume, transcripts from degree (If applicable), any relevant training/certificates/licensures as asked for under qualifications, copy of Tribal ID Front/back (if applicable) and copy of driver's license front and back to:
LRBOI HR Department, 2608 Government Center Dr., Manistee, MI 49660
Fax: (231) 331-1233; Email: springmedacco@lrboi-nsn.gov .

Conditions of employment with Little River Band of Ottawa Indians Tribal Government includes superior performance in the selection process, including but not limited to all of the following; any pre-employment interviews, skills testing, credentialing, drug screening, background investigations, reference checks and previous work history, passing a pre-employment drug test and background investigation, possession of a valid Driver's License throughout employment and being insurable under the Tribe's insurance policy, and successfully completing a ninety (90) day introductory period.

For further information, please contact the LRBOI HR Department.

Posted: 09/05/2024

Removed: Until Filled