



Juvenile Rehabilitation & Reentry Project Coordinator

Reports To: Winnebago Tribal Court Administrator

Closes: 11/28/2016

Salary (Grade): \$13.15/hour (Grade 10 Entry)

Status: Regular, Full-Time

Location: Winnebago Tribal Court, Winnebago, NE

Job Purpose & Position Overview

This position is responsible for the early development and coordination of the juvenile offender Rehabilitation & Reentry Project.

Specific Job Duties/Responsibilities:

- Works directly with court-involved youth, detention centers (BIA), and local service providers to plan for reintegration from incarceration into the Winnebago community
- Provides assessments and case planning prior to youth's release from detention facilities or other placements and remains the central point of contact
- Conducts initial pre-release screening to determine the level of service and support needed
- Provides oversight/compliance of case management services through a system of care
- Attends program and agency related meetings and conferences
- Works closely with the Youth Probation Officer in the collection of data, report writing and follow-up
- Ensures individual participant case planning encompasses key partners, support and services
- Develops and facilitates a *Youth Rehabilitation & Reentry* marketing strategy for community education and awareness of reentry and community notification regarding the return of specific offenders
- Maintains relationships & contracts within network of local service providers
- Develops, facilitates, and participates as a member of a Reentry Advisory Committee, maintains records and related documents of the committee

Required Qualifications/Skills:

- Bachelor's Degree preferred and two years of experience, or three years of experience in restorative justice, victim advocacy, offender services, or related field; or combination of education and experience
- Experience with civic affairs, community groups, governmental (Tribal, State, and Federal) and community agencies
- Experience supporting, empowering and managing individuals
- Ability to work effectively under pressure of deadlines, and within budget constraints
- Ability to work in a team environment, while also working independently
- Demonstrated capacity to handle multiple tasks, projects and meet deadlines



- Excellent public relations, community organizing, negotiation, mediation, conflict management and meeting facilitation skills
- Knowledge of Winnebago and/or community resources with demonstrated experience working with Winnebago people, and an understanding of their culture, values, and belief systems
- Demonstrated ability to maintain confidentiality with sensitive information
- Demonstrated ability to inspire community participation and build partnerships
- Computer literacy in word processing, email, internet and spreadsheets
- Demonstrated strong administrative and organizational skills including budget development and management, and grant administration and reporting
- Demonstrated excellent verbal and written communication skills
- Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions
- Must pass a background check
- Must have car insurance
- Must have reliable transportation and current and valid driver's license

Training Requirements:

As needed to perform duties of position and as requested by supervisor

Certificates, Licenses & Registrations:

- All applicants will comply with 45 CFR 1301, Subpart D, Section 1301.31, C and D, which require all prospective employees to sign a declaration prior to employment regarding all arrests and convictions of child abuse or violent felonies and to comply with PL 101-630 and PL 101-637 regarding criminal records check.

Physical Requirements:

- Normal to light office work which includes the ability to lift up to 10 lbs.
- Regularly required to walk, stand, and sit for extended periods of time and use hands to operate computer keyboard, phone, and various office equipment.
- While performing daily duties, the employee is regularly required to talk and hear.

Mental Requirements:

- Reading, writing, calculating
- Above average social interaction skills
- Reasoning/Analysis
- Works with minimal to no supervision



Language Requirements:

- Must possess the ability to read, write, and speak the English language fluently.
- Must be able to continually and effectively employ professional verbal and written communications skills.

HOW TO APPLY:

Please submit a Winnebago Tribe of Nebraska employment application, resume, a cover letter explaining why you are qualified for the position, and two (2) letters of recommendation. If claiming Native American or Veteran preference, please include pertinent documentation.

Submit to: *Human Resources, Winnebago Tribe of Nebraska*
 PO Box 687
 Winnebago, NE 68071
 Fax: 402-878-3198

- Or drop off all documents to the HR office located in the Blackhawk Community Center
- Please call HR at 402-878-3100 for further information
- **Applications submitted without proper documents will not be considered**

As provided by Federal Law, all qualified Native American applicants shall receive preference over Non-Native American applicants. In the absence of qualified Native American applicants, consideration will be given to all other applicants without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, veteran status, genetic information, disability or any other reason prohibited by law in provision of employment opportunities and benefits.

JOB CLEARANCE SIGNATURE

DATE