



The Three Affiliated Tribes **Job Description**

JUVENILE SERVICES CASEWORKER

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

REPORTS TO: Juvenile Services Coordinator DEPARTMENT: Fort Berthold District Court SALARY: D.O.Q. CLASSIFICATION: Non-Exempt	FLSA STATUS: FT-Regular LOCATION: 609 Main Street, New Town OPENING DATE: CLOSING DATE:
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POSITION SUMMARY:

This position will work directly with juveniles on the Fort Berthold Indian Reservation providing professional, strengths-based, client-driven case management services. This position provides services as part of a collaborative network of counseling, case management, law enforcement, and judicial services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Provide case management for court-involved juveniles on the informal/diversion track; this includes conducting intake interviews, assessing family needs, and reviewing referral documentation to determine program eligibility.
2. Offer informational resources, emotional support, and assist with filling out forms and documents.
3. Collect and compile information for court involved juvenile assessments to help juvenile complete set goals.
4. Act as a liaison as needed with other community agencies.
5. Provide case management to juvenile relevant needs identified within a comprehensive treatment plan.
6. Demonstrate fundamental knowledge-based care to assigned juveniles in accordance with standards of practice and regulations.
7. Assist with coordination of care/services with local agencies that are assigned to youth.
8. Advocate for individuals to obtain needed resources.
9. Attend trainings and maintain certifications, update staff as needed.
10. Adheres to MHA Policy & Procedures as well as department policies/guidelines.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- Supervisory role does not exist.

COMPETENCIES:

Skills

- **Problem solving**-the individual identifies and resolves problems in a timely manner and gathers and analyzes information skillfully.
- **Verbal/written communication**-the individual speaks clearly and persuasively in positive or negative situations, demonstrates group presentation skills and conducts meetings.



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- **Leadership**-the individual inspires and motivates others to perform well, accepts feedback from others.
- **Quality management**-the individual looks for ways to improve and promote quality of the department and demonstrates accuracy and thoroughness.
- **Judgment**-the individual displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions.
- **Safety and Security**-the individual actively promotes and personally observes safety and security procedures and uses equipment and materials properly.
- **Interviewing & Assessment**-the individual conducts structured interviews with youth and parents to gather accurate factual information to identify family needs.
- **Organization & Documentation**-the individual displays strong clerical/administrative skills to maintain organized physical or digital files and input accurate case notes into court system.
- **De-escalation**-the individual exhibits basic crisis intervention and verbal de-escalation skills to handle tense situations.

KNOWLEDGE AND ABILITIES:

Knowledge

- Knowledge of adolescent development, family dynamics, and the common challenges facing at-risk youth (such as truancy, peer pressure, and substance use).
- Knowledge of local community resources, social services, mentoring programs, and counseling agencies available to assist families.
- Knowledge of general laws, rules, policies, and procedures pertaining to court.

Abilities

- Ability to present facts and recommendations effectively in oral and written form.
- Ability to establish and maintain effective relationships with co-workers, judges, court personnel, staff, tribal/state/federal agencies, and the general public.
- Ability to objectively evaluate a juvenile's progress and make sound decisions on whether to successfully close a case or refer to formal court.
- Ability to manage a steady caseload, prioritize daily check-ins, and manage time effectively without constant direct supervision.
- Ability to adhere to legal and ethical standards regarding the privacy of juvenile court records and sensitive information/data.

MINIMUM QUALIFICATIONS AND EDUCATION:

- High school diploma/or GED. **REQUIRED.**
- One (1) year experience in youth advocacy, group home supervision, community outreach, school program support, law enforcement, or an equivalent field dealing directly with at-risk populations. **REQUIRED.**
- Associate degree in Criminal Justice, Human Services, Psychology, Sociology, or a closely related behavioral science field; or three (3) years general experience in the related field. **PREFERRED.**
- Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- Valid Driver's License. **REQUIRED.**



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WORKING CONDITIONS:

- Unless otherwise properly approved, the normal schedule of hours is from 8:00 a.m. to 12:00 noon, and from 12:30 p.m. to 4:30 p.m. Deviation from the normal schedule may be required for certain programs.
- The work environment and working conditions described here are representative of those that are typical of the job and 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.
- Typically performed in an office or courtroom environment under usual office working conditions.
- Ability to lift up to 25lbs.
- Ability to travel up to 25% of the time.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested individuals must submit the following information:

1. Job Application
2. Diplomas/Certificates and Transcripts
3. 2 Forms of Identification: Driver License and/or State Issued ID and 1 Other
4. Indian or Veteran Preference documents (If applicable)

Submit all necessary information to Recruitment@mhanation.com

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____