

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2018-281 **Issue Date:** 10-03-18 **Closing Date:** 10-17-18

Youth Court Services Supervisor
Youth Court Services
Department of Justice Services
Hourly Wage: \$20.49/Regular/Full-Time

This is an integral position under the Revised Yakama Code (RYC) under Title 80. The Youth Case Coordinators (YCCS) serves as a resource for the youth by coordinating and recommending services that are available for both youth and their families. The YCC does not represent the child in court, and instead is tasked with making unbiased recommendations to the juvenile presenting officer based on the child's individual case and circumstances.

The YCC's provides professional level case management in work assessing, counseling, monitoring, and providing case management to youth at risk and youth who are considered delinquent. The YCC will engage in assessing and interpreting a client's risk factors, strengths, developing an individual program plan/diversion contract with a client, and monitoring a client's compliance. The YCC will offer culturally based services, using customs and traditions as a component of service plans; and other duties as assigned. The YCC may be assigned truancy cases, and will be required to be well versed in the RYC Title 80: Children's Code.

This position serves as both a case manager (case carrying) and supervisor the Youth Case Coordinators (YCC) and Truancy Officer(s) for the YN Children's Court. The duties include, but are not limited to: providing oversight and leadership to Office staff ensuring adherence to the YN Personnel Policy Manual and to the Program's Mission, Goals, and Objectives; adhering and ensuring staff comply to Title 80 Children's Code; coordinates and/or liaisons with other YN Programs and community agencies; researches, develops, and implements an evidence/best practice model within the Program; Grant writing and management; develop and continually update Standard Operating Procedures (SOP's) as appropriate; and other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of background of effective case management supervision, the court system.
- Knowledge of understanding of human behavior, substance abuse, and mental health issues.
- Knowledge of the Revised Yakama Code (RYC) and experience of the court system.
- Knowledge and ability to apply Yakama cultural, traditions when appropriate.
- Ability to supervise others, demonstrate maturity, and use good judgement-perception, applying effective management and supervisory principles and practices.
- Ability to be self-motivated and to work independently with little or no supervision.
- Ability to organize and prioritize workload to complete assignments in a timely manner.
- Ability to engage youth and families to develop rapport in the interests of increasing successful rehabilitation-compliance and to reduce recidivism.
- Must have good written and oral communication skills with offenders, staff, court officials, and the general public.
- Must be computer literate-proficient.
- Good organizational skills and ability to maintain records and client files.

Minimum Requirements:

- Bachelor Degree in Counseling, Criminal Justice, Social Work or related field.
- Three years of related professional work experience.
- Required to pass pre-employment drug test.
- Required to pass pre-employment criminal background check.
- Enrolled Yakama Preference, but all qualified applicants are encourage to apply.
- Must not have any felony convictions.
- Must not have any misdemeanor convictions one year prior to hire.
- Must maintain good attendance, and upon request provide a statement from previous employer(s).
- Must possess a valid Washington State Driver license with the ability to obtain a Yakama Nation Driving Permit.
- Must be at least 21 years of age and a good moral character.

Preferred Requirements:

- Masters Degree in Counseling, Criminal Justice, Social Work or related field.