



CHOCTAW TRIBAL COURT SYSTEM
MISSISSIPPI BAND OF CHOCTAW INDIANS

CRIMINAL DIVISION
CIVIL DIVISION
PEACEMAKER DIVISION
YOUTH DIVISION

P. O. BOX 6012 / CHOCTAW, MS 39350
PHONE: (601) 650-1658 / FAX: (601) 650-1674

COURT SERVICES
125 RIVER RIDGE CIRCLE / CHOCTAW, MS 39350
PHONE: (601) 663-7822 / FAX: (601) 663-7821

JOB ANNOUNCEMENT #489348

POSITION TITLE: Diversion Coordinator
SALARY: Grade 10
OPENING DATE: **MARCH 15, 2022** *MAR 15 2022*
CLOSING DATE: **MARCH 29, 2022 OR UNTIL FILLED**
SUPERVISOR: Director of Court Services
LOCATION: Choctaw Tribal Court
Smith John Justice Complex
TYPE OF EMPLOYMENT: Regular Full-Time/ Non-Exempt

SCOPE OF SERVICES:

The Diversion Coordinator will carry out the duties and responsibilities set for and designated in the Title XI of the Choctaw Tribal Code. Performs those duties and responsibilities as an officer of the court, balancing the best interests of offenders with public safety. The coordinator will coordinate and implement Diversionary Programs, public awareness initiatives, and prevention education. The overall objective of this position is to positively influence, develop leadership qualities, awareness of community justice, and compassionate community service with the purpose of preventing those at risk from appearing unnecessarily before the court, then guiding offenders and their families toward responsible and productive adulthood.

DUTIES AND RESPONSIBILITIES:

1. The sole responsibility to the courts is to Serve as the coordinator for Court's Diversionary Programs, in the development, implementation and overseeing alternative programs.
2. Create and maintain weekly schedules and track requirements such as training status, attendance, and performance.
3. To develop and enhance a close working relationship with the Tribal Office of Attorney General, the Choctaw Department of Public Safety, the Choctaw Division of Schools, and other departments on and off reservation, to provide a coordinated effort of delivering services to the clientele
4. To assist in making recommendations to the court prosecutor/presenter, when necessary, as to the necessity for pre-adjudication detention of minors, with recurring efforts to notify the parents of minors who have been admitted into youth detention.

5. To assist in the development of court reports in a timely manner which, if ordered, will constitute a service plan for the minor and their family.
6. To conduct Informal Hearings with minors and their families when appropriate by ensuring that minors and their parents, guardians or custodians are knowledgeable of their rights.
7. To counsel with youth-at-risk concerning their behavior to prevent court involvement, counsel, direct probationers concerning the additional conditions of their probation and requirements of reporting.
8. To maintain and collect Data to support the operation as well as the process and outcome evaluations to improve the court's operation and management.
9. Other duties as assigned by the Director of Court Services.

QUALIFICATION:

1. A successful completion of high school or GED, but some college education is preferred in Criminal Justice or related area, or two (2) years' experience involving establishing, coordinating, and facilitating community-based programs, or Volunteer organizational experience may be substituted for the casework experience.
2. Ability to inspire and motivate others in support of the organization's vision and mission.
3. Knowledge of public safety standards, court procedures, casework, group work, community organization methods, and community outreach experience.
4. Detail-oriented, organized, excellent written and verbal communication skills to communicate the project scope, program goals in a clear and concise manner.
5. Strong technical experience, ability to design presentations using Microsoft Word, Excel, PowerPoint, database, e-mail, and Internet software.
6. Must be able to provide, maintain a negative drug screen prior to beginning and throughout the durations of employment.
7. Must have a high level of self-motivation, excellent time management skills, documentation skills and be absolutely reliable.
8. Ability to mentoring youth ages 12-24, easily engaging with others, work both independently and as part of a team with various community stakeholders.
9. Ability to cope with difficult and/or emergency situations requiring immediate decisions in accordance with departmental policies and objectives.
10. Must be of good moral character, integrity, maintain a code of behavior, cooperative working rapport with clients, parents to achieve treatment goals with youth.
11. Provide public information or maintain confidentiality of client information and/or department information and records according to the requirements of the courts.

12. Ability to effectively communicate verbally, in writing with co-workers, other departments, tribal, county, state and federal elected officials, educators, community leaders, parents and children, mentors and tutors, attorneys, probation departments, law enforcement agencies, treatment providers, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
13. Comply with all employer, department policies, work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
14. The ability to speak and understand the Choctaw language fluently is preferred.
15. Preferential treatment will be extended to qualified Indian Applicant.
16. Must have dependable transportation, state driver's license, safe driving record, vehicle insurance as required by state law, and able to get clearance to operate Tribal Vehicles.
17. Must complete a criminal background check on county, state, national levels, pursuant to public Law 101-630, Title IV, Indian Child Protection and Family Violence Prevention Act of 1990, have never been convicted of a felony or a misdemeanor within the last twelve (12) months.

NOTE: The Administrative Personnel Policies Procedure of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ person(s) who are not members of MBCI only when a Waiver of Native American Preference has been secured from the Committee of Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can only be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P O Box 6033
Choctaw MS 39350