



# Ho-Chunk Nation

## Job Description



<b>TITLE:</b> Wellness Courts Case Manager		<b>JOB CODE:</b> WCCM
Government - Employee	<b>EEO:</b> 2	<b>PAY GRADE:</b> 10
Non-Exempt	No Flex	<b>FUNDING SOURCE:</b> NPD
<b>HO-CHUNK PREFERENCE</b>		

*"All employees are subject to the Drug, Alcohol and Controlled Substance Policy."*

*All employees will be required to attend orientation or training to attain knowledge of the history, culture and traditions of the Ho-Chunk Nation – Resolution 08-20-13K*

### **POSITION OVERVIEW**

Assists the Healing to Wellness Court and Family Wellness Court by managing high risk, high needs participant cases. This is a demanding position providing the opportunity to work with a diverse group of people under challenging circumstances. Monitors the progress of wellness court participants. Facilitates opportunities for them to succeed in their journey to sobriety and wellness. Take actions consistent with each individual treatment plan and court orders. Works with participants to improve the effectiveness of the wellness courts by offering support without enabling negative behaviors.

### **PERFORMANCE-BASED JOB FUNCTIONS AND OBJECTIVES**

1. Daily maintain confidentiality of records, secure appropriate releases from participants as necessary to provide and coordinate case management and program services to approximately 30 clients per year in a 14 county service delivery area.
2. Daily monitor and review participant's progress, report all non-compliance issues to respective wellness team.
3. Daily perform observed UA tests on program participants as ordered by Ho-Chunk Nation Wellness Courts.
4. Weekly prepares truthful, accurate and timely written reports concerning participants in the Nation's Wellness Courts.
5. Assist with required quarterly and annual reports.
6. Daily conduct self in professional manner when working with participants and others.
7. Daily completes office tasks such as filing, prepares vouchers and enters creation of documentation and data collection in a timely manner, including but not limited to case notes, data entry, and prepares monthly, quarterly and annual reports.
8. Monthly reviews resources available to program participants and assists participants seek new resources consistent with their individual treatment plan
9. Weekly prepares truthful, accurate and timely written reports and summaries of position activities.
10. Daily assists with coordination of resources for participant transportation.
11. Yearly network with other agencies to provide maximum access and use of available programs to better serve the population and assist in conducting outreach services.
12. Daily work to effectively coordinate action with Project Coordinator.
13. Assist in data collection and production of applications for alternate sources of funding for the Wellness Courts.
14. Daily perform other duties as assigned by supervisor related to this position.



**JOB RESPONSIBILITY**

Job Reports to	Supervisor – See Organizational Chart
Leadership Accountability	Implements operating plans
Supervisory Accountability	Monitors clients on progress of court phase appropriate wellness efforts
Organizational Accountability	Manages cases for wellness court teams, assures procedures are followed
Financial Accountability	Assist Program Coordinator , voucher travel, expenses
Customer Accountability	Interfaces with officials and executives, outside and inside customers
Freedom to Act	Subject to general input from supervisor

**MINIMUM QUALIFICATIONS**

**EDUCATION:**

1. High School graduate.
2. Associates Degree in AODA related field, as an executive assistant, or paralegal.

**ESSENTIAL:**

1. Must adhere to applicable confidentiality laws.
2. Must be drug free; promote a safe, healthy and positive lifestyle.
3. Must maintain a valid Wisconsin driver's license, dependable transportation, and insurance.

**EXPERIENCE:**

1. Three (3) years preferred, two (2) years minimum experience working in a treatment setting or with a treatment court for AODA clients, in a responsible position that required daily contact, monitoring and coordination with clients of relevant experience is the minimum.
2. Experience with a treatment court for more than one (1) year is preferred.

**KNOWLEDGE, SKILLS, ABILITIES REQUIRED**

1. Knowledge and skills with general office equipment, computers and applications to include Word, Excel, PowerPoint, Outlook.
2. Strong computer skills with working knowledge Microsoft operating systems.
3. Excellent organization and time management skills.
4. Enthusiastic about working with a diverse population.
5. Knowledgeable of Ho-Chunk laws, court processes.
6. Knowledgeable of Ho-Chunk culture, kinship and other Ho-Chunk accepted beliefs and lifeways.
7. Knowledge of the Ho-Chunk Nation government structure, customs, resources and laws.
8. Ability to work in a variety of settings with culturally diverse families and communities with the ability to be culturally sensitive and appropriate.
9. Ability to work independently with strong sense of focus, task-oriented, nonjudgmental and clear sense of boundaries.
10. Strong verbal, written communication skills.
11. Highly capable of working independently but also as part of a team.
12. Follows chain of command.
13. Must adhere to and have a strong knowledge of confidentiality laws relating to health care and personal records of participants.
14. Must follow applicable policies, codes, acts and ordinances.
15. Working knowledge of family dynamics



**WORK PLACE RESPONSIBILITY**

1. Maintains a safe and healthy work place environment.
2. The department provides appropriate training, counseling, and enables employee to understand all of the applicable procedures so that they can safely do their assigned work.
3. Highly capable of working independently, but also as part of a team.
4. Wellness Courts Case Manager will be trained and be responsible to perform observed UA collections for drug testing purposes.
5. May be required to provide testimony in court.
6. May be required to attend team meetings of the Wellness Courts. This may require some scheduling challenges as the caseload increases.

**WORKING CONDITIONS**

1. Wellness Courts Case Manager will primarily work in the office (70% of the time) but will have fieldwork 30% of the time. This may change as additional clients are added to services.
2. Wellness Courts Case Manager is required to travel, sometimes in inclement weather.
3. Work hours are subject to change, requiring flexibility as needed.
4. Home visits, or resource checks may be conducted, sometimes in unsafe environments.
5. Wellness Courts Case Manager will be trained to, and will be responsible to perform observed UA collections for drug testing purposes. This may result in handling drug-laced liquids in a controlled environment.
6. May occasionally be required to lift up to 50 pounds infrequently.
7. May require operation of a motor vehicle and compliance with Ho-Chunk Nation Fleet policies.