



**PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 095-19

OPENING DATE: 05/30/2019

CLOSING DATE: 06/05/2019

POSITION: Probation/Children's Intervention Officer
PAY GRADE: NE9 (\$16.90/ph to \$19.86/ph)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Tribal Court
REPORTS TO: Chief Probation/Children's Intervention Officer
BACKGROUND LEVEL: Child Care

POSTED: WITHIN

JOB PURPOSE:

Provides supervision, planning, and execution of treatment programs for juvenile and adult clients on probation through the Pueblo of Isleta Tribal Courts.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

1. Performs intake of all clients ordered to probation and pre-trial supervision and schedules appointments based on court orders or as deemed necessary.
2. Makes recommendations to the Court regarding disposition, sentencing, and court sanctions.
3. Implements and adheres to the guidelines set forth in the Pueblo of Isleta's Children's Code (32-01 Establishment and Jurisdiction). Specifically, as stated in 32-01-10 "Position of Children's Intervention Officer"
4. Supervises and monitors clients on probation or pre-trial supervision and monitors compliance with conditions of release, including weekly compliance with terms thereof, including monitoring placement of clients in various rehabilitation and/or treatment programs.
5. Files contempt of court actions regarding violations of probation, diversion agreements, Conditions of Release, or other court orders.
6. Administers random drug and alcohol testing, tracks drug and alcohol results; and maintains alcohol and drug screening protocols, equipment and supplies.
7. Monitors clients' compliance utilizing electronic monitoring technology.

8. Refers clients to service providers, agencies, and resources, as needed; and communicates with agencies and service providers to monitor clients' compliance with court-ordered counseling or treatment.
9. Coordinates alternative sentencing options in the following areas; employment, education, community service, and other areas as necessary.
10. Maintains confidentiality and performs duties in a non-judgmental manner, while treating clients respectfully.
11. Attends and participates in court proceedings as required to provide input as needed, attends meetings with court staff and other treatment providers; and participates in scheduled progress meetings at court designated locations.
12. Monitors clients compliance with court orders, including: counseling/treatment; community service; payment of restitution, fines, fees and costs associated with electronic devices; and reports, documents and notifies the Court regarding clients' compliance, non-compliance or violations and recommends appropriate action.
13. Maintains current case files; documents all interaction with clients and treatment providers in case management systems; and prepares precise written reports detailing clients' compliance and future recommendations.
14. Compiles and reports statistical data; and provides treatment information and options to judges, as needed.
15. Communicates with service providers and the Court regarding clients' compliance with court orders.
16. May perform scheduled and unannounced site visits (home, work, school or other location) to monitor compliance, as required.
17. Works with law enforcement to develop and maintain the Pueblo of Isleta's Sex Offender Registration Program.
18. Attends conferences, training, community outreach and education programs related to juvenile and adult probation programs.
19. Performs other duties as assigned and as needed.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- Associate's Degree from an accredited college/university in Criminal Justice, Sociology, Psychology or a behavioral science; and a minimum of 3 years of work experience with juvenile or adult offenders, or equivalent combination of education and experience.
- Must successfully complete a probation academy.
- Fluency in the Tiwa language preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of tribal government and pueblo customs and traditions.
- Knowledge of the Pueblo's judicial system.
- Skill in making effective decisions in emergency situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in operating various word-processing, spreadsheets, and database software programs.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice and desire to help when dealing with the public.
- Ability to work extended hours and various work schedules and be able to work on a 24-hour on-call basis as required.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations response to questions.
- Ability to accept the dangers and stresses, regimentation, discipline, and time demands of working with adult and juvenile probationers.
- Ability to complete an approved tribal probation academy.
- Ability to understand, identify and comply with supervisory chain of command

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office, home or courtroom environment.
- Exposure to behavioral problems and other risk situations that may require crisis management and other techniques to protect self and client.
- Evening, weekend, and/or holiday work will be required and must be on call for emergencies as required.
- Noise level is usually moderate.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.