

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** Healing Court Coordinator

**LOCATION:** Tribal Court

**SALARY:** \$26.97 to \$31.00 an hour

**CLOSING DATE:** Monday April 21, 2025 at 5:30 p.m. (MST)

**SPECIAL CONDITIONS:**

**Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.**

The Healing Court Coordinator (HCC) is responsible for administration of the program including, but not limited to, preparation of program materials, program development, speaking engagements. The HCC organizes Healing Court Team meetings; maintains Healing Court files; organizes and prepares Healing Court participant plans; works with and is a member of the Healing Court Team and makes program changes through directives issued by the Chief Judge in accordance with Healing Court policy and procedures.

- Ensure participant data is entered accurately in the case management software system in an organized and concise manner.
- Ensure that up-to-date records of participant performance are maintained in an organized and concise manner and provide progress reports/recommendations to the Healing Court Team.
- Oversee the compilation and submission of participant information from and to the
- Ensure that records of Healing Court Team meetings are maintained, including notes regarding court appearance outcomes, separate from other court records.
- Ensure that meetings with treatment provider(s), social service agencies, and participants are coordinated, arranged and facilitated to facilitate the greatest benefits to the participant's Healing Court plan and to promote wrap around services to participants whenever possible.
- Ensure that participants are adequately supervised and that monitoring programs, including drugs and alcohol testing, are arranged and overseen so the Healing Court Team members can receive current information regarding compliance.
- Work in conjunction with Healing Court judge and Healing Court Team to establish, implement and revise existing policies and procedures for the program, policies and procedures for the participants, and other Healing Court Team related forms and documents.
- Maintain positive public relations and provide information for community awareness.
- Coordinate steering committee meetings, including but not limited to the agenda for the meetings, and act as chief resource for the Healing Court Team.
- Plan, implement and provide oversight for Healing Court recovery management program to include follow up after graduation/discharge from Healing Court.
- Maintain policy and procedures relating to client confidentiality and assume

responsibility for obtaining releases of information from Healing Court Team members and other agency personnel.

- Maintain and coordinate compliance monitoring program and coordinate with the Tribal Probation if necessary.
- Ensure that the participant intake/screening is conducted utilizing a validated screening instrument.
- Coordinate interagency training specifically for the Healing Court Team members.
- Ensure that keep track of sanctions ordered by the Healing Court judge are tracked and that the Healing Court participant incentive program is coordinated and maintained.
- Review and submit reimbursement/voucher forms to Tribal Court Executive Officer.
- Manage the Healing Court budget and associated resources.  
Seek out and apply for relevant grants for the development of the Healing Court program.
- Should have experience in supervising staff.
- Must have the ability and willingness to accept varied work assignments.
- Must have the ability to maintain strict confidentiality at all times, including the ability to recognize situations in which confidentiality is required.
- Must be able to handle high levels of stress satisfactorily and be congenial with other employees, court professionals and the public.

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):**

- Bachelor's Degree in Social Work, Psychology, Criminal Justice or similar field from an accredited college/university with (3) years of demonstrated experience in case management is preferred; OR Associate's Degree in Social Work, Psychology, Criminal Justice or similar field from an accredited college/university with (5) years of demonstrated experience in case management is required; OR High School diploma or equivalent with equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.
- Must have proven experience in providing services to adult substance dependent individuals, conflict resolution, or employment in a related human services or criminal justice field.
- Knowledge of the social and cultural needs and lifestyles of the Reservation community. This includes the ability to work with and gain the trust and understanding of your clients and their families. It also includes knowledge of the concept of utilizing a historical trauma approach when engaging with participants and their families.
- Must be committed to the Healing Court model that is innovative, client-centered, and utilizes a collaborative team approach.
- Must meet the requirements set forth in **Factor 1**.
- Possession of or ability to obtain a valid Montana driver's license; proof of insurance if using a personal vehicle on Tribal business.
- CSKT requires different levels of pre-employment background screening for all positions. Employment is contingent upon passing all applicable background checks.

**DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request position description for a detailed description of desirable qualifications.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts or certifications.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of DD214 must be submitted.

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1040, or [personnel@cskt.org](mailto:personnel@cskt.org) .

**FOR MORE INFORMATION:** Brad Pluff, Tribal Court – (406) 675-2700 Ext. #1110