



# TRIBAL LAW AND POLICY INSTITUTE

*Serving Native Communities Since 1996*

8235 Santa Monica Blvd., Suite 211 ~ West Hollywood, CA 90046

Phone: 323.650.5467 ~ Fax: 323.650.8149

Tribal Court Clearinghouse ~ [www.tlpi.org](http://www.tlpi.org)

Tribal Law and Policy Institute ~ [www.home.tlpi.org](http://www.home.tlpi.org)

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STAFF ACCOUNTANT  
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COMPTROLLER  
Uno Lawthong

## **JOB ANNOUNCEMENT**

**Job Title:** Tribal Wellness Court Specialist

**Location:** Remote/Telework

### **Summary**

The Tribal Law and Policy Institute (TLPI) is a non-profit organization that specializes in providing training, technical assistance, resource development and other services to enhance tribal justice systems across the nation. The full time Tribal Wellness Court Specialist position is responsible for a range of duties that work toward implementing and enhancing effective and competent training and technical assistance for American Indians and Alaska Native Tribes and their respective justice systems.

### **Salary**

Salary depends on qualifications and available funding. Excellent benefits package, including health/dental/vision and retirement.

### **Primary Duties**

- Develop customized technical assistance plans to meet the specific needs of Tribal Healing to Wellness Courts, and other programs, as appropriate;
- Provide expert onsite and offsite assistance, to tribal justice systems, including but not limited to Healing to Wellness Courts seeking to plan, implement, or enhance their programs;
- Plan, implement, and oversee peer-to-peer tribal healing to wellness court mentor court program;
- Conduct and host site visits for a wide array of justice system stakeholders;
- Develop strong, collaborative relationships with TTA providers, national experts, and other important partners in the field;
- Assist with development of practitioner monographs, fact sheets, toolkits, guidance documents, website features, and other written products, as well as online content for [WellnessCourts.org](http://WellnessCourts.org);
- Present at national conferences and training events, as needed;
- Serve as the primary point of contact for assigned programs, managing communications and relationships;
- Develops publications, resources, and training materials (including curriculum) for use in education and technical assistance settings with Tribal nations and organizations;
- Plans and presents educational workshops for Tribal nations and organizations on issues pertaining to tribal justice;

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## BOARD OF DIRECTORS

PRESIDENT: Abby Abinanti (*Yurok*) | VICE PRESIDENT: David Raasch (*Stockbridge-Munsee*) | SECRETARY-TREASURER: Margrett Oberly Kelley (*Osage/Comanche*)

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- Serves as Project Manager for specific projects, ensures that these projects meet project time task plans and ensures that grant reporting requirements are met according to these time lines;
- Generates ideas for potential projects;
- Writes grant proposals and grant reports, as necessary;
- Interacts with funding agencies as needed;
- The Program Specialist must be a self-starter who is able to complete tasks with limited oversight, but also willing to seek guidance and consult regularly with the Executive Director, Deputy Director and Project Director.

**Supervisory Responsibilities:**

Shared supervisory authority over program assistant.

**Qualifications**

**Education and/or Experience**

*Required:* Bachelor’s degree (B.A.) or other applicable advanced degree; previous experience with Tribal justice issues; background in training and technical assistance; experience providing programming for tribal audiences. Substantial experience (five + years) with Tribal justice systems, or other Tribal work may be substituted for formal education.

*Strongly preferred:* Minimum of two (2) years of direct service experience working as a service provider for tribal justice systems, specifically tribal healing to wellness courts and/or state drug courts providing treatment services for adults, veterans, and juveniles diagnosed with substance use disorders.

**Language/Writing Skills**

*Required:* Demonstrated ability to communicate in writing in a sensitive manner with Native victims and a variety of audiences. Must possess strong written communication skills, including excellent grammar, spelling and proofreading skills.

*Preferred:* Experience in development of training materials, including training manuals, compilation of research, grant and other types of reports, basic business correspondence. Ability to read and interpret documents such as statutes, law enforcement reports, government or agency regulations and case law.

**Communication/Presentation Skills**

*Required:* Must possess strong oral communication skills. Demonstrated ability to communicate effectively in various venues, including but not limited to in-person, virtual, and recorded meetings or presentations in a sensitive manner with Tribal representatives and a variety of audiences. Ability to present educational workshops to Tribal nations and Healing to Wellness Court Practitioners.

**Reasoning Ability**

*Required:* Ability to solve practical problems as well as address the complex challenges related to working within Tribal communities on victimization issues; also understanding and dealing with state and federal agencies.

*Preferred:* Basic knowledge of federal Indian law and tribal law. Creativity, problem-solving, and a sense of humor are benefits in this position.

**Organizational Skills**

*Required:* Must be a highly organized and self-motivated individual with the ability to work independently. Must be able to exercise initiative and effectively handle multiple priorities

simultaneously, work cooperatively in a team environment, and complete assigned tasks in a timely manner.

**Other Skills and Abilities**

*Required:* Proficient and/or demonstrated ability to learn a wide range of computer software- such as Office Word, Outlook, SharePoint, Access, Excel, and others. Must be willing to travel, as needed.

**How to Apply**

Submit a cover letter, resume, three references, and at least two (2) writing samples to:

Jessica Harjo, Operations Director

[Jessica@tlpi.org](mailto:Jessica@tlpi.org)

Questions regarding this job announcement should be directed to this office.

**Application deadline: May 31, 2022 or until filled**

The Tribal Law and Policy Institute is an equal opportunity employer. Tribal citizens, women, and persons of color are encouraged to apply.