

**NATIVE VILLAGE OF BARROW  
JOB VACANCY ANNOUNCEMENT**

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OPEN DATE: 4-22-2010

CLOSE DATE: 5-6-2010

POSITION: JUVENILE PROGRAM COORDINATOR

WAGE: \$26.00

PURPOSE: The Juvenile Program Coordinator (JPC) ensures that all aspects of the Tribal Juvenile Court Program are administered in an effective and efficient manner, oversees the operation and management of this court program. Will be primarily responsible for the program policies, procedures and evaluations; Juveniles' petition entry program and case management information system. The JPC proposed budget modifications and provides written and oral process to the Tribal Court Administrator and Grant Writer/Projects Specialist. This position is supervised by the Tribal Court Administrator and works closely with the court staff, the Wellness Team, cultural leaders, community volunteers and juvenile justice agencies.

**Duties:**

General management: planning, organizing, directing, delegating, and coordinating the administration of the Tribal Juvenile Wellness Court Program. Facilities program, court and interagency meetings and agreements. Collaborates and forms partnerships with other tribal departments, agencies, local governments and the private sector. Outreaches, informs, educates, raises awareness and promotes this court program to the general public, stakeholders, potential participants, agencies and tribes by: preparing and disseminating user-friendly information and materials, speaker's bureau and forums.

**Qualifications:**

Ability to establish priorities and to ensure that all tasks are accomplished in a timely and accurate manner. Communicate effectively with other departments and agencies on program and court procedures to better coordinate services. Applies general management principles, establish and maintain effective working relationships with officials in tribal, local state, and federal governments and in the private sector.

Must be skillful in reading budgets, communicating effectively orally and in writing, computer Microsoft software. Knowledge of or experience in Inupiaq, Alaska native or native American cultures or languages, programs, or affairs preferred. Equivalent combination of experience and education may be substituted on a year for year basis.

Two years experience in health, legal or court field preferred. Two years experience demonstrated experience in administrative and supervisory skills preferred.

Drivers License: Valid Alaska driver's license is required and/or preferred.

Supervisory: Tribal Court Administrator

REFER APPLICATIONS :  
907-852-4411

REBECCA BROWER  
6090 BOXER STREET

HR DIRECTOR/EXECUTIVE ASST  
BARROW, AK. 99723

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