**NATIVE VILLAGE OF BARROW**

**JOB DESCRIPTION**

JOB TITLE: **Juvenile Program Coordinator** Job No. 43-9061

DEPARTMENT: Tribal Courts Work Schedule: Full Time

REPORTS TO: Tribal Courts Administrator Supervisory: No

FLSA CLASSIFICATION: Non-Exempt

Safety Sensitive: No Open Date: May 20, 2020

Federal Testing: Closing Date: Until Filled

WORKERS COMPENSATION CLASS CODE: Pay Rate: DOE

**SUMMARY OR PURPOSE**The JPC Juvenile Program Coordinator ensures that all aspects of the Juvenile Program are administered in an effective and efficient manner. The JPC oversees the operation and management of the juvenile program. Primarily responsible for juvenile intake processing issuing tribal juvenile delinquency citation; for maintaining juvenile delinquency cases with data collection and case management information system; formulation of intergovernmental and interagency agreements; coordinates the tribal youth and family’s group and event activities. The JPC proposes budget modification and provides written and oral progress report to the tribal court administrator and the tribal court advisory committee

**DUTIES OF THE POSITION:**

1. General Management: planning, organizing, directing, delegating and coordinating the administration of the Juvenile Program.

2. Facilitates program, court and interagency meetings and agreements for the juvenile program

3. Collaborates and forms partnerships with other tribal department, agencies, local governments and the private sector for the juvenile program.

4. Facilitates, organizes and provides training for the public and agencies that work closely with the juvenile program.

5. Outreaches, informs, educates, raises awareness and promotes the juvenile program to the general public, stakeholders, potential clients and family participants, agencies and other Tribes by: preparing and disseminating user-friendly information and materials.

**KNOWLEDGE and SKILLS:**

1. Ability to establish priorities and ensure that all tasks are accomplished in a timely and accurate manner.

2. Communicate effectively with other department and agencies on program and court procedures to better coordinate services.

3. Applies general management principles, establish and maintain effective working relationships with officials in Tribal, local, state and federal governments and in the private sector.

4. Must be skillful in budgeting procedures; communicating effectively orally and in writing, computer (MS) software; including but not limited to Word, Excel, Publisher, Acrobat Adobe, skillful with Scanners, Copiers, Dictating Recorder, and filing.

5. Must have knowledge of or experience in Inupiaq, Alaska Native or Native American cultures, languages, programs or affairs.

6. College coursework or degree with an emphasis in law, justice, health, business administration or related field preferred.

7. Equivalent combination of experience and education may be substituted on a year for year basis.

8. A minimum of four years demonstrated experience in the administrative, health, legal or court field.

**QUALIFICATIONS**.

* High School diploma or equivalent life experience
* Inupiaq speaking preferred.

As a federally recognized sovereign Tribe and contractor under P.L. 93-638, Native Village of Barrow gives preference for training and employment to qualified candidates who are Alaskan Natives and/or American Indian.

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Prepared or Revised by: Department Director Date

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 Executive Director Date

**native village of barrow is an alcohol and drug free workplace.**

The Job Description reflects Native Village of Barrow’s best effort to describe the essential functions and qualifications of the job described. This document is not intended to exclude an opportunity for medications consistent with providing reasonable accommodations. This is not intended to be a contract. Your signature requires that you read this Job Description and understand the essential functions and essential qualifications of the job.

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Employee Printed Name Employee Signature Date