



# SWINOMISH INDIAN TRIBAL COMMUNITY

Human Resources  
11404 Moorage Way  
La Conner, WA 98257  
Phone (360)466-7353 | Fax (360)466-1348

Is this a Testing Designated Position as described in the Drug and Alcohol-Free Workplace Policy?	No
Do the duties and responsibilities of this position involve regular contact with, or control over, Indian children or elders?	No

Indian Preference in Hiring shall apply to Swinomish Indian Tribal Community job opportunities.

**JOB TITLE: Adult/Juvenile Probation Officer**

**DEPARTMENT: Swinomish Tribal Court**

### **POSITION SUMMARY:**

Independently performs professional probation case work for adults and juveniles involved in the Swinomish Tribal Court. Position will develop probation agreements in accordance with the client needs following Court orders, rules, and codes in order to rehabilitate and restore a client as a fully functioning member of the Swinomish Tribal Community. Engages client and helps them to determine the restoration avenues in their case including services, and recommendations for alternatives to incarceration for an offender when appropriate. Exercises professional judgement in analyzing problems, crises, and issues that may develop, while engaging the client to encourage problem solving and resolution of the conflict through application of the client's appropriate learned treatment methods. Makes recommendations to the Court based on the client's progress and efforts to maintain their achievements. Probation officer will contribute as a member of the Healing to Wellness Court team, Child Protective Team if a client is involved in a Dependency matter, Domestic Violence, and Sexual Assault teams if a client is involved, and any other programs the Court may develop.

**Supervised by:** Chief Judge

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Develops a case plan with each client by assessing client needs, motivations, and requirements for treatment and restoration programs in compliance with the Court orders, Court rules and Swinomish Tribal codes applicable in the case. Engages in limited counseling including, conflict de-escalation techniques, Motivational Interviewing for

assessment and analysis, and development of a probation plan the client will engage with. Case plan shall include Court ordered treatment, counseling, community service, and other requirements ordered by the Court.

- Oversees case activities by monitoring and engaging with client in regular meetings to continue to motivate the client and collect information regarding progress as well as update and implement case plan. Must have regular contact with client's service providers to collect data, assess compliance and understand client's engagement in the programs to understand and encourage their progress.
- Documents all contacts made and actions taken chronologically, regarding the client. Records information and data acquired through correspondence from service providers, and maintains and develops individualized case plans as determined in regular meetings with client. Must monitor and track client activity, research and retrieve updates and analyze complex information relating to client, from service providers, and or other tribal, state, municipal or federal jurisdictions who have a mutual client.
- Initiate and attend Probation Court reviews, restitution hearings, dispositions, violation hearings, terminations, and case closures of probation as scheduled by the Swinomish Tribal Court.
- Submit Petitions, and hearing or warrant requests, in writing on Swinomish Court Forms, as needed in each case along with supporting documentation. Provide testimony and information as necessary to fulfill the evidentiary requirements required for Due Process under the Swinomish Tribal Code for the individual matters.
- Facilitates and assists client in completing case plan objectives and or participation in Court programs such as Community service, cultural or community cultural activities, or Wellness Court while coordinating as a team member to submit updates and provide information as to the client's motivations and level of accomplishments in the phase of their program.
- Maintain contact information, availability of, and eligibility requirements for all tribal, state and private treatment programs to assist the client in accessing time sensitive treatment while consulting with providers who make the recommendations.
- Secure and implement drug or alcohol tests including urinalysis, breath tests, saliva collection or other types of tests, according to prescribed procedures, to determine whether a client, or defendant, is currently using, or if the test is ordered by the Court.
- Provide pre- and post-plea sentencing written reports through an investigation of client background, available support, community involvement, risk assessments, criminal convictions, and probation compliance in any and all jurisdictions coordinated with the client's attorney, prosecutor and or police contacts as ordered by the Court. Make recommendations for sentencing including incarceration, jail alternatives or EHM monitoring, based on a written professional analysis of the client's information and interview if appropriate submitted to the Court, at the time directed, prior to the hearing.

- Coordinate with attorneys and Swinomish Police Department to initiate emergency detention of non-compliant dangerous defendants, who place the community and members at risk of harm, while following the Court orders and Swinomish Community Tribal Codes. Monitors pre-trial supervision of high-risk offenders as ordered by the Court.
- Coordinate, monitor, review, with in home checks, and document the administration of the Electronic Home Detention Program to the client and submit a report to the Court regarding the client's progress and compliance for the Probation Court review, Deferred Court order or other requirement by the Court.
- Coordinate and monitor the community service requirements for the client's Court ordered or jail alternative community service.
- Be available for on-call duties 24/7 by Swinomish Tribe provided cell phone for contact by client's Swinomish Tribal Police as needed to monitor, enforce, and assist the client's compliance with the requirements of the Probation Orders.
- Perform in home searches or checks of probation client's home to monitor compliance with Court Orders, as assisted by Swinomish Police Department, when needed.
- Completes offender risk assessment using a qualified standardized classification system as needed. Must be able to prioritize critical risk management as to whether the client is an immediate threat to self or others, by maintaining as thorough knowledge of the case as possible.
- The Probation Officer shall assist the client with vocation desires, education and job placement as a process of fulfilling the client's declared needs and purpose in restoration.
- Prepare monthly probation report to Court, for Probation review, with updated progress and compliance with Court orders and client's probation plan. Inform and plan the report with the client and allow them to report to the court as desired on the date of the Court review. Insure they are aware of all Court dates relating to their case, and that they have arranged their transportation and presence in Court.
- Track and coordinate Restitution payments, when required by the Court order, and submit to the Court in the Probation Review report. Keep separate statistics on Restitution paid or not paid.
- Shall perform duties of a Juvenile Probation officer and acquire appropriate training.
- Develop, write and provide Swinomish probation policies, methods, and procedures followed, and update semi-annually regarding probation department needs and methods as they develop. Submit to Supervisor for review semi-annually.
- Maintain electronic records and statistics for cases including case type, numbers, successful completion, and closure rates, for funding requests, program analysis, and grant applications and reports, on a quarterly calendar, and as needed.

### **Additional Job Duties and Functions:**

- Facilitate and /or provide backup transportation for defendant to Court, doctor's appointments, evaluations and treatment when needed.
- Perform support tasks including conducting record checks, maintaining files, and coordinating case calendar with the Court.
- Timely report case reviews, and statistics to the Court, to include in reports for Federal grant applications, and updated required reports, and to Senate General Council as requested.
- Actively participate as a team member in the Swinomish Healing to Wellness Court as the client's primary contact with the Court during the program in order to assist client compliance with Wellness Court orders, attend CPT meetings when a client is involved in a child protection case, attend Domestic Violence, Sexual Assault Team meetings when needed and Law and Order Committee meetings to provide non-confidential input regarding probation cases and to assist in the development of the Swinomish Justice system.

### **MINIMUM QUALIFICATIONS**

- Bachelor of Arts or Bachelor of Science college degree, or community college Associates of Arts degree, required in the field of criminal justice, criminology, psychology or social sciences program.
- Must have a minimum of three years' experience in similar Court or Law Enforcement fields.
- Five or more years of experience as a Probation Officer or other similar Justice system professional may substitute for a required Associate or BA or BS College Degree.
- Must possess or have the ability to obtain a valid driver's license and be insurable by the Swinomish Tribe.
- Be qualified to drive Tribal vehicles used while transporting in-custody defendants.
- Must have good communication skills (both oral and written.)
- The candidate is expected to be familiar with and proficient in Microsoft office applications, as well as applicable database applications for Court requirements.
- Must pass a pre-hire drug test.
- Ability to adjust schedule to work on call hours as needed.

### **MINIMUM QUALIFICATIONS MUST INCLUDE REQUIRED KNOWLEDGE, SKILLS AND DUTIES**

- Must have a working knowledge of applicable laws, rules, and regulations relating to Court cases, records, terminology, database applications, criminal justice system terminology and proceedings.

- Have the ability to learn and are required to understand the fundamentals of a functioning Federal, State, Tribal and Local Court and knowledge of their Jurisdictions.
- Required to understand and learn the fundamentals of modern probation principles, procedures and practices. Required to complete the Washington State Criminal Justice Training Academy for Probation officers and personnel within the first year of hire.
- Must demonstrate the ability to conduct thorough investigations in an impartial manner and prepare detailed histories and reports.
- Required to complete training for Motivational Interviewing, Moral Recognition Therapy (MRT), Anger Management, Domestic Violence and Sexual Assault Perpetrator training with certification as approved by Supervisor within the first two years of employment.
- Attend National Association of Drug Court Professionals (NADCP) training annually as funding permits.
- Prior experience with tribal organizations, and familiarity with Tribal organizations and members preferred.
- Required to know procedures for the identification and preservation of evidence, preserving the rights of suspects, victims, and defendants under Swinomish Tribal and Federal Codes as required for Swinomish Court hearings and demonstrated in the first year of employment.
- Required to learn Full Court Enterprise and For the Record, software systems within the first six months of employment.
- Must acquire and demonstrate knowledge of court records operations and law enforcement information systems, including knowledge of Federal, Tribal and State statutes governing confidentiality of court records and the liability involved for lack of discretion.
- Confidentiality, honesty, accountability and transparency must be demonstrated and are required as personal traits for this position.
- Must be proficient in spelling, grammar and punctuation abilities; modern office management practices and methods; computer equipment, and computer software applicable to assignment including office software, for word processing, and spread sheets through excel.
- Must have general office skills and organization, manage time effectively, and maintain accurate confidential records, and the writing ability to utilize these skills in submitting required Court reports, petitions, supporting documents and facts as well as required statistical reports.
- Must have the ability to efficiently scan, copy and distribute sensitive information to a variety of appropriate parties such as attorneys, police, jails, state probation officers and other entities or outside agencies.
- Demonstrate professional demeanor, trustworthiness, dependability and responsible skills through previous work history and in this position.
- Requires one or more of the following: prolonged sitting, standing, walking, and running, ascending and descending of stairs, both inside and outside.

## **WORK ENVIRONMENT AND TIME COMMITMENT**

1. Work schedule is 40 hours per week. Hours may include 4 ten-hour days or 5 eight-hour days. This is a full-time position.
2. Tasks are performed mostly indoors in an office environment.
3. Considerable time may be spent at a computer work station in the performance of administrative tasks.
4. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
5. Must attend training periodically, some travel required, to maintain and update skills.
6. May transport in-custody inmates to and from Jail to Court.

## **EMPLOYMENT CONDITIONS**

The Personnel Policies and Procedures of the Swinomish Indian Tribal Community apply to all employees. The position of Probation Officer is considered to be an exempt “standard hour” position. All offers of employment are contingent on the successful completion of a drug and alcohol screening. If the position involves regular contact with or control over children or elders, then a successful applicant must also meet minimum standards of character based on an extended criminal background check.

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_