



**INTERTRIBAL COURT OF SOUTHERN CALIFORNIA**

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**POSITION ANNOUNCEMENT  
TRIBAL YOUTH COURT COORDINATOR**

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a full-time Tribal Youth Court Coordinator position. Under the direction of the Tribal Court Administrator, this at-will position has responsibility for the management and day-to-day duties related to the development and implementation of a healing-to-wellness-model youth peer court. This grant-funded position is primarily responsible for developing and overseeing individual youth who have been referred to the youth peer court by tribal or state agencies, or who have self-referred. The Tribal Youth Court Coordinator will develop and implement programs tailored to meet the needs of youth offenders and manage their individual cases for compliance with case plans. The Tribal Youth Court Coordinator will also perform a variety of court-support tasks including: (1) developing work methods and procedures; (2) directing communication and coordination with various tribal, state, and federal agencies as well as community partners; and (3) performing related work as required.

Duties

Duties may include, but are not limited to:

- Processing referrals to Tribal Youth Court (TYC) and conducting intakes with youth and families
- Developing and implementing case treatment plans and arranging appointments for youth
- Referring youth to other agencies and resources as needed
- Managing case treatment plans to incorporate service plans from other agencies and resources and maintaining communication with such agencies and resources regarding service plans
- Preparing reports on case treatment plans and submitting to TYC
- Attending all TYC proceedings and reporting on progress and/or violations of case treatment plans to TYC
- Coordinating and participating in TYC proceedings and youth meetings and events, including weekends and evenings as needed
- Meeting with case treatment plan providers as needed to ensure compliance and success of youth
- Maintaining professional knowledge by participating in relevant education and training
- Assisting Tribal Court Administrator in grant compliance and reporting
- Performing other duties as assigned

### Skills and Abilities

- Demonstrated ability to operate computers and office equipment, including typing at or above 40 words per minute and using Microsoft Office. A skills test will be required.
- Strong verbal and written communication skills
- Professional communication and appearance appropriate for court and youth settings
- Ability to manage multiple case files and agency contacts

### Education and Experience

Associate's Degree in social work, criminal justice, sociology, or related field with a minimum of three (3) years working with youth programs. Equivalent education and experience will be considered. Preferred experience includes previous work with tribal governments, tribal youth, and court experience in the tribal, state, or federal system.

### Additional Requirements

- Applicants may not have any felony convictions in the past ten (10) years
- Applicants must submit to a background investigation and drug/alcohol screening
- Applicants must possess a valid California driver's license or possess a valid driver's license in any of the United States and receive a California driver's license within 60 days of being hired
- Applicants must be able to travel using a personal-owned vehicle

### Compensation

\$45,600.00 annually.

This position is funded by a three-year grant from the United States Department of Justice Office of Juvenile Justice and Delinquency Prevention. Funding to sustain the position may be available following the end of the grant term.

This position is eligible for employer-sponsored health care, paid time off, and 401(k) contributions.

### Applications

Applications are currently being accepted until position is filled. Interested applicants should submit a cover letter, résumé, and three (3) professional letters of reference to Joann Dixon at [jdixon@sciljc.org](mailto:jdixon@sciljc.org).