Craig Tribal Association
P.O. Box 828
Craig, Alaska 99921
Tel: 907-826-3996
Fax: 907-826-3997

JOB ANNOUNCEMENT
Healing to Wellness Court Caseworker
Full-Time

Purpose:
The Healing to Wellness Court Caseworker provides critical support to the Healing to Wellness Court, promoting participant recovery and community well-being. The Caseworker manages case files, coordinates services, and assists the Tribal Judge in fostering a restorative justice process.

Key Responsibilities:

1. Maintain and manage participant case files, including treatment plans, progress reports, and court documents, ensuring accuracy, confidentiality, and compliance with tribal regulations.
2. Schedule court hearings, reviews, and wellness check-ins, notifying participants and involved parties of dates and times.
3. Assist the Tribal Judge during court sessions by documenting proceedings, managing records, and ensuring accurate case information.
4. Process and file participant agreements, progress updates, and court-related paperwork in a timely and organized manner.
5. Provide guidance and support to participants, families, and community members regarding court processes, treatment options, and case progress.
6. Ensure all court activities align with tribal laws, government-to-government agreements, wellness court policies, and restorative justice principles.
7. Coordinate with treatment providers, social services, and community resources to support participant recovery and court operations.
8. Prepare and distribute court orders, progress reports, and other communications as directed by the Tribal Judge.

Qualifications:

1. High school diploma or equivalent; post-secondary education or training in social work, counseling, or related fields preferred.
2. Knowledge of restorative justice, wellness court processes, and tribal community values and traditions.
3. Proficiency in office software, including case management systems, word processing, and communication tools.
4. Experience in tribal communities or behavioral health settings is an asset.

Benefits:

- Health Benefit Stipend
- Leave Benefits

POSTING DATE: 12.1.25
CLOSING DATE: Open until filled
Salary Range: $22.00 - $25.00 DOE

CRAIG TRIBAL ASSOCIATION IS A DRUG FREE WORKPLACE. SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLETE A PRE-EMPLOYMENT URINALYSIS AND SUBMIT TO A CRIMINAL BACKGROUD CHECK UPON JOB OFFER.

Applications may be electronically submitted to: hr@craigtribe.org or dropped at our offices at 505 Front Street.