

JOB OPENING ANNOUNCEMENT

Job Title: Wellness Court Coordinator

Report To: Chief Judge

Department: Tribal Court

Job Vacancy: YAN-26-49

Status: Full-Time; Non-exempt

Starting Wage: \$18.50

Opening Date: 04/06/2026

Closing Date: Until Filled

POSITION DESCRIPTION:

The Wellness Court Coordinator provides administrative services and ensures the proper operation of the Yavapai-Apache Wellness Court (YAWC). The position functions as a dual role of social worker and probation officer. This position is responsible for monitoring behavior of individuals who have been placed on probation by the Court or released with conditions pending further hearings.

QUALIFICATIONS:

- Associate Degree in Criminal Justice or a related field or two (2) years of relevant training or experience required; Bachelor of Science Degree in Criminal Justice preferred.
- One (1) year of probation officer or relevant law enforcement experience required; may substitute comparable experience as teacher, counselor or social services worker.
- Must have good verbal and writing skills. Excellent communications skills required.
- Excellent organizational, administrative and clerical skills and ability to work well with others required.
- Prior experience in Court procedures strongly preferred.
- Law Enforcement training or work experience, a plus.
- Must have good typing and PC Skills in Microsoft Word, Outlook, Excel, and Quickbooks.
- Must never been convicted of a felony or convicted of two (2) misdemeanors within the past year.
- Ability to make effective presentations on controversial or complex topics.
- Ability to apply principles of logical or scientific thinking to a wide variety of intellectual and practical problems.
- Must possess basic bookkeeping skills.
- Must have a Valid AZ Driver's License and be insurable with the Yavapai-Apache Nation's insurance policy and maintain insurability throughout employment.

DUTIES AND RESPONSIBILITIES:

- Responsible for administrative operation of the Yavapai-Apache Wellness Court (YAWC) including scheduling and conducting weekly staffing, maintain and disseminate dockets for YAWC including staffing and YAWC hearings.

- Insure each applicant has received documentation regarding the YAWC and its subdivisions and assist applicants in completing applications and providing other required information for participation in the YAWC.
- Conduct general intake assessment and determine whether the applicant has health insurance or eligibility for any other program that may include treatment services; assist applicants to apply for AHCCCS eligibility.
- Assign applicants for special assessments (e.g. A/SA, BHP, Verde Valley, IHS) and follow up to insure that assessments and other aspects of the treatment plan are being scheduled, completed and reported.
- Create case plans for individuals who are accepted into the YAWC and incorporate assessments from partnering agencies.
- Coordinate and insure attendance of all team members for each staffing and YAWC hearing.
- Maintain accurate, complete records for YAWC participants and assist Mental Health Specialist, Probation Officer or other persons responsible for management of individual cases.
- Insure all required information is compiled on each participant and disseminated of each team member prior to scheduling staffs.
- Follow up with Probation Officer, Police, treatment providers and others as necessary to insure the execution of sanctions and resolution of other compliance issues.
- Assist to develop partnerships and intergovernmental agreements with local, state and federal agencies to secure treatment services for YAWC participants.
- Timely prepare and disseminate to team members a summary of each staffing including delineation of decisions made by the team.
- Act as purchasing agent, liaison between vendors and YAWC; handle detail relating to ordering supplies, deal with vendors, receive, write, and/or edit specifications to conform to Nation's policy.
- Maintains supplies and testing equipment.
- Prepare quarterly reports for submission to funding agencies. Assist Chief Judge and Court Administrator in the preparation of the budget and financial reports. Monitor line items of the budget to ensure compliance, prepare modifications when necessary.
- Responsible for travel arrangement for team members.
- Responsible for maintaining and identifying grants for YAWC treatment services.
- Serve as liaison between departments such as Attorney General, Social Services, Law Enforcement, etc. and the Tribal Court regarding the YAWC.
- Supports and interfaces with other employees and Tribal Members regarding the YAWC.
- Conducts, attends and interacts in meetings with Nation personnel, other public agencies and the public regarding the YAWC.
- Maintains and provides training for team members of the YAWC.
- Create a Policy and Procedure Manuel for the YAWC.
- Participate as a willing Court staff member. This will involve covering for other employees. Therefore, the Coordinator will be cross-trained.
- Duties may include assisting in the Probation Office and the Court Clerk's Office.

- Duties may include assisting with personal service of court documents and transporting of inmates, as well as acting as a Bailiff during Court proceedings and maintaining order in Court.
- Maintains a positive working relationship with other Tribal employees.
- Conducts home visits and field contacts with participants, as necessary. This work may be done in the middle of the night.
- Conducts searches of the person and property of participants for contraband or other prohibited items.
- Arrests or arranges for arrest by other law enforcement officers of probationers violating probation terms.
- Provides or arranges for surveillance of offenders released under house arrest.
- Prepares and maintains written policies and procedures necessary for the effective and efficient operation of the Wellness Court.
- Maintains appropriate periodic contact with probationers and offenders released pending further court hearings by face-to-face meetings or electronic telecommunication.
- Administers field tests to detect the use of alcoholic beverages, illicit drugs of other intoxicating and prohibited substances by probationers or offenders pending further court hearings.
- Completes other tasks as assigned.

Physical Requirements

Office Duties:

The employee must occasionally lift and/or move objects weighing up to forty (40) pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of an office setting. While performing the duties of this job the employee is required to sit, talk or hear, stand, walk, use hands and fingers, handle or operate objects, tools or controls and reach with hands and arms.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**