



# Bois Forte Band of Chippewa

5344 Lakeshore Drive ▪ Nett Lake MN, 55772 ▪ 218-757-3261/1-800-221-8129

## TRIBAL JUSTICE GRANT COORDINATOR

### Position Description

**Opens: December 2, 2021**

**Closes: December 10, 2021**

<b>Department:</b>	Judicial Services	<b>Reports to (title):</b>	Judicial Services Director
<b>Job Code:</b>	N-12	<b>Job Location:</b>	Bois Forte Tribal Court
<b>Pay Range:</b>	Negotiable	<b>Supervises:</b>	No
<b>Hours/week:</b>	40	<b>Classification:</b>	Non-Exempt
<b>Type of Position:</b>	Full-Time	<b>Effective Date:</b>	03/01/2021

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as “Band”).
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

### POSITION PURPOSE

Responsible for coordinating and developing written strategic plans for the Tribal Justice System of the Bois Forte Band of Chippewa by facilitating the Tribal Justice System Planning Process (TJSPP) of the Bureau of Justice Assistance Grant. This planning process takes place in three (3) phases and works with the training and technical assistance (TTA) providers. The TTA partners guide the coordinator and planning team through all three phases of training and work together throughout the project period with on-going office-based assistance. By the end of phase three, the Bois Forte Band of Chippewa Tribal Justice System Strategic Planning Team will have the building blocks of a comprehensive community justice strategic plan to propose at the end of the 36-month award.

### ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

This position will collaborate with the Bois Forte Band Members, community, departments, programs, management, and Tribal Council to coordinate the Tribal Justice System Planning Process (TJSPP) and coordinate the Bureau of Justice Assistance Grant.

#### Phase One: Working Together

1. Confirm the Action Planning Advisory Board Members.
2. Develop a strategy to gain support for the Bois Forte Reservation Tribal Council.
3. Develop a Resolution or Memorandum of Agreement (MOA); identify tools for working together and problem-solving; define quality of life, vision, and mission; and identify resources.
4. Provide project management to develop, review, coordinate, and monitor the Bureau of Justice Assistance grant.

#### Phase Two: Identifying Strengths/Needs

1. Action planning to develop a strategy to conduct focus groups and stakeholder interviews.

## *Position Description*

2. Facilitate community meetings and implement a written questionnaire/assessment that will build the Bois Forte Band's capacity to define their community, assess the current state of the justice system, and identify needs and gaps in services.
3. Analysis of data from this assessment process provides the framework for development of a written response/plan, which is the focus of Phase Three.

### **Phase Three: Goals and Action Steps**

1. Participate in a two-day training to analyze emerging themes, learn the fundamentals of writing effective goals, and outlining realistic, achievable, and measurable action steps.
2. Evaluation and measurement of success for the strategic plan.
3. Follow up and action items resulting from this training is anticipated to take approximately 1-2 months.

### **On-going Support**

Once the plan is complete, future support of the planning efforts may focus on resource development, capacity-building, or planning for implementation and sustainability of the project. The National Criminal Justice Training Center will provide services, as approved by Bureau of Justice Assistance (BJA) through technical assistance.

### **DUTIES AND RESPONSIBILITIES:**

1. Facilitate the development of the Tribal Justice System Planning Process (TJSPP):
  - a. Develop and maintain the project schedule to ensure all projects are started and finished by established deadlines.
  - b. Communicate goals, objectives, policies, and procedures in accordance with plan and grant requirements and needs of the Bois Forte Band and Tribal Justice System Team.
  - c. Monitor cost of tasks and supplies in accordance with grant budget and evaluate completed projects to ensure quality work prior to implementation.
  - d. Review, approve and submit updates to Tribal Justice System Team in a timely manner.
  - e. Ensure effective communication with team members and stakeholders on all work in progress.
2. Develop and implement strategic planning methodologies to advance:
  - a. The Bois Forte Band and Tribal Justice System Team's mission, vision, and values.
  - b. Tribal Justice System strategic planning by creating action plans.
  - c. Creating benchmarks to measure and determine achievement.
  - d. Execute the plans.
  - e. Evaluate the information to determine success.
3. Keep leadership and departments informed of status of project activities by attending meetings, maintaining accurate records, data collection and providing monthly reports.
4. Act as the project lead by:
  - a. Create a work team by coordinating with several people and programs as needed.
  - b. Act as the main contact for the project and the team.
  - c. Schedule project team meetings and be prepared for meetings.
  - d. Delegate tasks and duties to team members.
  - e. Be objective and listen to ideas to implement a successful project.
  - f. Contact internal and external resources as needed for the project.
  - g. Address conflicts in a professional and timely manner.
5. Make recommendations to the Tribal Justice System Team based on emerging trends, opportunities, competitive threats, and internal process improvement.
6. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes, and conferences; establishing networks; confer with representatives of the Training and Technical Assistance (TTA) Providers and related organizations.
7. Performs other duties as assigned by the Judicial Services Director.

### **MINIMUM MANDATORY QUALIFICATIONS**

#### **Experience:**

- One to three years of experience in leading or developing projects, using project management principals, strategic planning; an equivalent combination of education and experience may be considered.

## *Position Description*

Education:

- Applicants must clearly state how you meet all qualifications on the application/resume.
- Associate degree

License/Certification:

- A valid Minnesota Driver's License

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Maintain strict confidentiality.
- Knowledge of applicable federal, state, tribal, county, and local laws and regulations.
- Knowledge of Bois Forte Reservation, Bois Forte Reservation Tribal Government, Bois Forte Judicial Services, and Tribal Justice System stakeholders including functions, objective, laws, regulations, codes, policies, and procedures.
- Ability to utilize project management and strategic planning methodologies and practices.
- Ability to use sound logic to make observations about the Judicial Services Department and Tribal Justice System stakeholder's current methods and where improvements are needed.
- Skill in leading teams and facilitating meetings in person, as well as virtually.
- Ability to exercise independent judgment, work independently and meet strict timelines.
- Ability to research industry trends and practices.
- Ability to conduct focus groups, interviews, and surveys and gather, interpret, and analyze relevant data and prepare reports to Tribal Justice System Team.
- Ability to analyze situations and adopt appropriate courses of action.
- Skill in operating various work processing, spreadsheets, virtual teams, presentations, and database software program in a Microsoft environment.
- Ability to communicate clearly and concisely both verbally and in writing, in diverse and challenging situations.
- Ability to establish and maintain positive working relationships with the individuals of varying social and cultural backgrounds and in a team setting.
- Must be willing and able to obtain additional training.
- Knowledge and computer skills in the Microsoft 360 Programs.
- Ability to travel out of state, if needed.
- Must not have any felony or misdemeanor convictions in Federal, State or Tribal courts other than minor traffic violations.
- Must have the ability to communicate well with public officials, attorneys, general public, police department and court staff.
- Must be a member of the Bois Forte Community and knowledgeable of the Native American community, culture and traditions
- Responsible, mature individual of good moral character.
- Must be willing to become a notary public.
- Must be able to be authorized as eligible to operate a personal and Tribal vehicle under the Bois Forte Band's Travel Policy prior o actual start date. Must maintain driver's eligibility as a condition of employment.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment Use/storage/maintenance of multiple usernames

# TRIBAL JUSTICE GRANT COORDINATOR

## Position Description

and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.

- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

### PREFERRED QUALIFICATIONS

- Prior legal or court clerical experience preferred

### WORK ENVIRONMENT

**Work environment:** Office conditions: the work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time.

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear, and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.

**Mental demands:** There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

### OTHER

**Confidentiality:** All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

**Background Investigation:** This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection

# TRIBAL JUSTICE GRANT COORDINATOR

## *Position Description*

and Family Violence Prevention Act.” Candidates must be able to successfully pass all required background checks to qualify for this position.

**Drug Screening:** All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

**Vaccine Requirement:** Bois Forte RTC adopted the COVID-19 Vaccine Requirement (Resolution No. 16-2022) which provides that COVID-19 vaccination is required for all employees of the Bois Forte Tribal Government and Band-owned businesses. The RTC further applied the Vaccine Requirement to prospective employees (Resolution No. 26-2022). Therefore, as a condition of receiving an offer of employment, prospective employees of the Bois Forte Tribal Government and Band-owned businesses must either (1) present acceptable proof of receiving a single dose COVID-19 vaccine or the first dose of two dose COVID-19 vaccine to Human Resources Department or (2) be approved for a medical or religious exemption from the Vaccine Requirement. All prospective employees who present acceptable proof of the first dose of a two-dose COVID-19 vaccine to Human Resources and who subsequently accept an offer of employment must further present proof to Human Resources of their receiving their second dose of COVID-19 vaccine within 30 days of the date of receiving their first dose.

***Disclaimer:*** *The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

**PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN’S PREFERENCE POINTS. Please visit our website at [www.boisforte.com](http://www.boisforte.com) to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Specialist 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, [hrgeneralist@boisforte-nsn.gov](mailto:hrgeneralist@boisforte-nsn.gov) Applications received after the closing date will not be accepted.**