



## EMPLOYMENT OPPORTUNITIES

**Job Title: Court Resource Navigator Specialist**

**Closing Date: 01/31/2025**

***DEADLINE: Attach any required documents, i.e., Transcripts, Certificates, diploma and Motor Vehicle Record, to your online application by midnight on the closing date. Late Applications or documents will not be considered.***

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Job Number: 25-026-2

Job Type: Full Time Regular

Department: Judicial Department

City: Sacaton, AZ

Location: 721 W. Seed Farm Road

Area of Interest: Judicial

Salary/ Hourly Rate: \$20.25 - \$25.65 Hourly

Tribal Driving Permit Required: Yes

### DISTINGUISHING FEATURES OF THE CLASS:

The Court Resource Navigator Specialist will work directly with the schools, youth and their families to assess service needs by interviewing youth participants and their families to develop a case plan utilizing Diversion Programs established by the Tribal Courts Probation Department and Service Partners identified inside and outside of the Community. This position will be responsible for on-going direct and/or indirect assistance through case management services and serve as a liaison between the youth, family, schools, service providers, Probation Department and the Court. Incumbent will prepare reports, status updates, memorandums, maintain files, and document contact with youth and their families and others. The goal of the program will be to reduce negative behavior in the youth, eliminate truancy, and work toward deterring the youth away from the Tribal Judicial System.

### ESSENTIAL FUNCTIONS:

- Collaborate and communicate professionally with all participants and project stakeholders.
- Conduct intakes and screenings for new participants as needed.
- Develop case plan, provide direct/indirect assistance through case management, prepare court reports, and maintain files.
- Serve as liaison between participants, family, school, probation and service providers.
- Participate in staffing for court hearings as needed.
- Transport clients to appointments for drug screening and other wellness appointments.
- Assist in Family Group Decision Making Meetings and Positive Indian Parenting with participants.
- Participate and ensure development of participant's treatment plan, meet with participants, family, and treatment providers.
- Enter and maintain accurate data entry in the electronic case management database and hard files, including outreach, case information, intakes, attendance, and case outcome data.
- Participate and/or attend Court and school staff meetings.
- Performs other duties as assigned.

### REQUIRED KNOWLEDGE, SKILL AND ABILITY:

- Thorough knowledge of judicial and legal policies and practices.
- Considerable knowledge of case management principles and practices.
- Considerable knowledge of Drug Court organizations, functions, responsibilities, and procedures.
- Considerable knowledge of schools, social services, community organization and health services.
- Considerable knowledge of chemical dependency, treatment modalities, crisis intervention and treatment resources in the Gila River Indian Community.
- Considerable knowledge and experience working with families and children.
- Skill in interviewing, problem solving, assessment and case planning in a court setting.
- Ability to communicate effectively, verbally and in writing.
- Ability to maintain a strict standard of confidentiality and with confidential court procedures.
- Ability to effectively manage time, prioritize duties and responsibilities, and address emergency situations.
- Ability to follow written and verbal instructions.
- Ability to coordinate the work of others.
- Ability to maintain effective working relationships with other employees, Community officials, Judges and the general public.
- Ability to perform all physical requirement of the position; agree to maintain a Drug-free workplace.

**REQUIRED EDUCATION/EXPERIENCE:**

- High school diploma and three (3) years of experience working in a social welfare program, which includes one (1) year of case management experience.
- Associates degree in Human Services or closely related field and one (1) year of case management experience preferred.

**ADDITIONAL REQUIREMENTS:**

- Required to pass a background check and fingerprint clearance as a condition of employment and must continue to maintain throughout duration of employment. *[Background checks are required for positions that involve regular contact with or control over Community Children in accordance with The Indian Child Protection and Family Violence Prevention Act, 25 U.S.C. Sections 3201 through 3210 and C.F.R. Part 63 and positions that have regular contact with the Elderly.]* Prospective employees shall not possess the following in their background:
  1. Any felony conviction in any jurisdiction
  2. Any misdemeanor conviction in any jurisdiction within the last five (5) years.
  3. Any misdemeanor conviction in any jurisdiction within the last seven (7) years that involved a dishonest act or false statement, e.g., fraud, theft, perjury; or a crime against a vulnerable individual.
- Mandatory Reporter pursuant to Title 7, Chapter 2 (7.205), B; required to attend Title 7 Mandatory Reporting training on an annual basis.
- Subject to review as to conflicts of interest and shall abide by the Code of Ethics for Judicial Employees.
- Required to obtain a Tribal Operator's permit. Valid state driver's license with **a current** proof of driving record for the past 39 months will be required to qualify for a tribal driving permit. **Proof of driving record must be submitted with application and must not be more than 60 days old from the date of submission of the application.**

Non-Supervisory, Hourly Position  
Reports to Chief Judge or designee

**BENEFITS:**

The Gila River Indian Community offers a comprehensive benefits package, which includes; vacation, holiday, and sick leave as well as medical, dental, vision, life, short and long term disability benefits.

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Preference in filling vacancies is given to qualified Indian candidates in accordance with the *Indian Preference Act (Title 25, U.S. Code, Section 472 and 473)*. The Gila River Indian Community is also committed to achieving the full and equal opportunity without discrimination because of Race, Religion, Color, Sex, National Origin, Politics, Marital Status, Physical Handicap, Age or Sexual Orientation. In other than the above, the Gila River Indian Community is an Equal Opportunity Employer.

**If you are claiming Preference in one or more of the following categories please attach a copy of the required documentation to the completed Employment Application.**

Preference for Community Members (with proof of enrollment)

Preference for Native Americans (must meet membership requirement of a federally recognized Tribe.)

Preference point for Spouse of Community Member (with proof of spouse enrollment)

Preference point for Veteran (must meet statutory requirements)

**HUMAN RESOURCES WILL NOT MAKE COPIES OF APPLICATIONS OR DOCUMENTS BEING SUBMITTED.**

Visit our GRIC website and apply online: [www.gilariver.org](http://www.gilariver.org)