



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: **Recidivism Reduction Initiative Coordinator**
Dept./Division: **Office of the Prosecutor**
Unit: **Recidivism Reduction Initiative (RRI)**
Job Family/Class: **Management Analysis Series**
Supervised By: **Chief Prosecutor**
Employee Type: **Exempt**
Pay Grade: **I**

NATURE OF WORK:

The Recidivism Reduction Initiative (RRI) Coordinator is responsible for the planning, development, implementation, continuation, monitoring, and improvement of the RRI Project under the Office of the Prosecutor. The RRI Coordinator will be responsible for coordinating project goals and objectives of the BIA, OJS, and RRI Action Plan with local tribal, federal, state partners and service providers. The incumbent will focus on providing a means to address the root-cause or primary contributing factors of those tribal members, who have a Substance Use Disorder (SUD) with the goal of reducing the recidivism rate of those individuals in the justice system.

ESSENTIAL FUNCTIONS:

- May supervise staff to include: prioritize and assign work, conduct performance evaluations, ensure staff is trained, ensure that employees follow policies and procedures, maintain a healthy and safe working environment, make hiring, termination, and disciplinary recommendations.
- Provide project oversight and coordination on the RRI project, serving as the primary point of contact for the Tribe.
- Develop policies and procedures, that identify the root-cause or primary contributing factors of the defendant continuing to re-offend and develop procedures the justice system; address the concerns of a through a culturally relevant service model with an emphasis on collaborative intervention and prevention services.
- Assist the Chief Prosecutor with formulating long range and multi-year programs designed for the RRI Action Plan, coordinates with tribal and non-tribal agencies to ensure the programmatic, and evaluation execution.
- May be required to generate grant proposals and supporting documents, in response to grant solicitations, maintain compliance with grant requirements, and submission of reports, and general gran management.
- Coordinate project goals and objectives with other key tribal service programs, including but not limited to: Social Services, Law Enforcement, Tribal Courts, ICWA, Job Placement and Training/477 Program, Education, Head Start, Language & Culture, Prosecutors, Health, wrap-around service providers, and/or other tribal and non-tribal programs.
- Provide technical assistance and training to tribal leaders, governmental agencies, community members, and families with an emphasis on cultural competency values and principles in development of curriculum and educational materials.

- Establishment and continuance of effective working relationships with judges, court personnel, attorneys, professionals, tribal officials, and the community.
- Develop the infrastructure to support a community-based integrated system of care intended to better serve the person who, through the use of alcohol and/or other drug substances continue to be repeatedly arrested, tried, and detained in the justice system.
- Provide oversight and monitoring of the RRI Action Plan, including but not limited to, the following; the project budget; resource allocation; planning and scheduling of project timelines; detailed reporting on performance outcomes, and tracking of project deliverables in accordance with the Action Plan.
- Meet with management, key stakeholders, and tribal officials/staff to discuss issues relating to Tribal programs for children, the elderly, and families; in relation to the RRI Action Plan.
- Monitor and/or assess execution of applicable programs with responsibility in making recommendations on all phases of RRI Action Plan, this includes generating proposals and supporting documents; in response to grant solicitations.
- Maintain compliance with federal grant requirements and submission of quarterly reports to responsible agencies.
- Coordinate and collaborate with the Pascua Yaqui Tiwahe Coordinator to ensure the successful implementation of RRI in cooperation with the Tiwahe Project.
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Supervisory principles;
- Budgetary principles;
- Business administration principles;
- Applicable local, state and federal laws, rules, and regulations;
- Management policies, practices, and procedures;
- Project management principles;
- Report preparation techniques;
- Public relations;
- English language, grammar, and punctuation;
- Standardized assessments of risk for recidivism and need for substance use treatment, including, evidenced-based treatment and other practices to improve outcomes;
- Performance monitoring of the larger effort to track progress and identify any problems;
- Techniques in individual and group facilitation, building workgroups, coalitions, and partnership;
- Violence Against Women Act (2005), the 2013 Violence Against Women Reauthorization Act, the Indian Child Welfare Act, the BIA Financial Assistance and Social Services Program 25 CFR Part 20, and Family Court procedures;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Maintain records and prepare reports;
- Manage and execute multiple tasks;
- Facilitate strategic, long-range planning activities;
- Analyze, evaluate and interpret planning principles and practices;
- Develop and prepare a variety of business correspondence, records, reports, documents and forms;
- Provide customer service;

- Apply and explain applicable laws, codes, regulations, policies, and/or procedures;
- Proactive case management to deal with the multiple co-occurring problems, e.g., trauma, other mental health, physical health, homelessness, educational/work barriers;
- Prepare and proofread a variety of reports and/or documentation;
- Work independently;
- Public speaking and presentations;
- Maintain confidential information
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Bachelor's Degree in Public Policy, Public Health, Family & Consumer Sciences Education, Social Work or related field from an accredited college or university.

AND

- Master's Degree in the areas of Public Policy, Public Health, Social Work or a Juris Doctorate with admission and good standing in a state bar is preferred.
- Grant writing and management is preferred;
- Required admission to PYT Bar within six (6) months of hire;
- One (1) year documented work experience in public policy matters, which may include organizing activities, management of funds and budgets.

LICENSING REQUIREMENTS:

- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card or be able to obtain the Level 1 Arizona Clearance Card within ninety (90) days of hire. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date