

- The JPO will work exclusively with adolescents who have been convicted of one or more crimes and utilize the GAIN-SS as an alternative sentencing guide rather than jail time.
- Supervise and counsel juveniles that are placed on probation or deferred prosecution as well as performing duties associated with case management.
- Ensure offender compliance by conducting regular home, school, employment, and office visits.
- Document all contacts regarding the child and family and/or probation clients.
- Preparation of various written reports including but not limited to strategies for juveniles supervision reports, pre-dispositional reports, Juvenile Detention Alternative Initiative reports, violation reports, social history and case plans and various assessment instruments as instructed; conduct interviews and provide court testimony.
- Recommend probation terms to the presiding Judge while attending court hearings.
- Enforce the orders of the Court and deal appropriately with violations of the Court Order per departments' policy and/or Tribal Codes.

- Perform drug screens on juvenile offenders.
- Make referrals to appropriate agencies and treatment providers.
- Ability to react productively, handle other essential tasks as assigned.
- Provide probation and/or supervision of Juvenile offenders mandated to probation granted by the Court.
- Before a petition is filed, the JPO may enter an informal adjustment.
- The JPO shall have no power to make arrests or to perform any other law enforcement functions in carrying out his duties except that the JPO may take into custody any youth who violates his/her probation by a lawful order of the court. If JPO is certified by a federal or state Juvenile Probation academy he will follow the guidelines under his certification.
- Track and correlate the prosecution of referred reports by the Prosecutor's Office and ensure communication between police, prosecutor, advocates, and judicial department.
- Work closely with the Interventionist Specialist/ Case Manager in providing the best services for juveniles in an effort to prevent the juvenile from reoffending.
- Help coordinate collaboration with RRI Advisory Board members, tribal programs, state, and federal agencies.
- Collect and maintain all data associated with juveniles on probation.
- Other duties as assigned.

Knowledge, Skills, Certifications, and Abilities:

- Thorough knowledge of the existing relationship between the Fort Belknap Tribal Government, State, and Federal agencies.
- Proficient knowledge in MS Office application and database software and have general office skills.
- Knowledge of legal terminology, format, and procedures.
- Skill in preparing, reviewing, analyzing, and interpreting complex legal documents and publications.
- Knowledge of Tribal Governments, criminal civil, family, and juvenile procedures.
- Excellent written and verbal communication skills.
- Skill and ability to organize and multi-task.
- Ability to manage time well and work under stressful conditions with an even temperament.
- Ability to meet and deal effectively with the general public and representatives from other agencies.
- Ability to work well with others and possess a willingness to assist others.
- Must attend work daily and on time (outside of approved leave, consistency is an important requirement for this position).
- Ability to give directions well and manage several tasks concurrently.
- Skill to establish and maintain an effective working relationship with co-workers, Fort
 - Belknap Community Council Administration, other programs, agencies, and the public.
- Ability to exercise independent judgment and negotiate legal actions.
- Ability to work independently and meet strict deadlines.
- Must have the ability to maintain confidences and confidential information within the office and matter within the court.

Knowledge of the culture, people, and language of the Fort Belknap Tribe is preferred but not required.

Education and/or Experience:

- Associates degree in criminal justice, corrections, social work, psychology, or sociology is preferred.
- Law Enforcement/ Correctional Officer experience is preferred but not required.
- Must attend a JPO certified federal or state academy to be trained.
- May substitute three (3) years' work experience in a closely related field.

Special Conditions:

- Incumbent will be subject to and must comply with the Fort Belknap Community Council Substance Abuse Prevention, Drug and Alcohol testing policy, and will include background investigation and work and criminal history prior to and during employment.
- Must be twenty-one (21) years of age at time of hire.
- Must never have been charged with a felony; or misdemeanor within three (3) years of applying position in any jurisdiction.
- Must possess valid MT driver's license and be insurable by the FBIC Insurance Master Plan.
- Must be an enrolled member of a federally recognized tribe.
- Willingness to take and pass the Fort Belknap Tribal Bar Examination to further his/her credentials.

The statements herein are intended to describe the general nature and level of work being performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer. The Fort Belknap Indian Community reserves the right to revise or change job duties and responsibilities as the need arises. This position description does not constitute a written or implied contract.

IMMIGRATION REFORM AND CONTROL ACT. Requires all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.

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Indian Preference Employer as Required by Law

Revised: 11/05/2021

Approved: W. Acto Dated: 12/08/21