



ORGANIZED VILLAGE OF KASAAN
Human Resources Department

JOB TITLE: Juvenile Success Officer / Wellness Coordinator

POSTING DATE: **Wednesday, February 26, 2025,**

Postings will remain open for 7 calendar days,

CLOSING DATE: **Wednesday, March 5, 2025**

Posting closes at the end of the listed business day

OUR MISSION:

The Organized Village of Kasaan is committed to promoting, preserving, and protecting indigenous Haida identity and values for our elders and youth. We look to the future in unity, by developing economic opportunities, promoting education, and utilizing our cultural, natural, and social resources.

Job Status: Full-Time
Exemption Status: Nonexempt
Job Shift: Day / As Needed
Job category:

Job Location: Kasaan, AK
Work Travel: Up to 10%
Reports To: Court Administrator
Grade Level: Grade 7
Supervises: Yes (Peacemakers)

POSITION SUMMARY

The **Juvenile Success Officer** is a valued addition to the Organized Village of Kasaan (OVK). The Youth Success Officer is responsible for supervising cases within 'Láa Náay Youth Circle Peacemaking and ensuring the successful implementation of restorative justice practices for youth in the Village of Kasaan. This role involves case management, coordination with stakeholders, and active participation in the Youth Circle Peacemaking process. The Youth Success Officer shall establish a Youth Panel and work closely with the 'Láa Náay Peacemakers, youth, families, and community members to uphold the values and mission of the Organized Village of Kasaan. Other Duties as assigned by the immediate supervisor.

CONFIDENTIALITY:

All financial operations, business operations and political matters of the Tribe shall be kept strictly confidential, segregated on computer systems and shall not be available for review or access by anyone other than those with written authorization to review and/or receive such information.

PRIMARY RESPONSIBILITIES / ESSENTIAL DUTIES:

YOUTH CIRCLE PEACEMAKING COORDINATION:

- Assist in selecting of Circle participants and coordinating Circle hearings.
- Notify all relevant parties of Circle hearings and procedures.
- Prepare reports outlining recommendations for youth rehabilitation plans.
- Ensure Circle decisions are documented accurately and filed for future reference.
- Ensure that Consensus Agreements drafted same day and are signed by the appropriate parties.
- Professionally monitor compliance with Consensus Agreements and coordinate follow-ups.
- Promote safe spaces for youth healing

COMMUNITY ENGAGEMENT AND MENTORSHIP:

- Establish and work with a Youth Panel to advise on youth justice matters.
- Engage with local youth, mentors, and elders to support rehabilitation and accountability.
- Work with community partners such as social services, schools, and health counselors.
- Coordinate traditional activities, counseling, substance awareness sessions, and mentorship programs.
- Deliver consistent culturally relevant activities that promote resiliency and healing through connection to the land, environment, and ceremonial values (traditional Haida values)

To Apply: Applications are available on the Kasaan website at www.kasaan.org or by request at the Organized Village of Kasaan offices.

Send your letter of interest and resume to: OVK HR @ r.battis@soaringbirdolutions.com

If you have any questions, contact the office at (907)617-8127 or (907)401-8962. page 1 of 4



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- Provide monthly educational workshops for youth / families that give them tools to address the adversities within our communities
- Develop and maintain Youth leadership skills
- Provide group mentoring
- Make appropriate agency referrals

COMPLIANCE AND REPORTING:

- Ensure adherence to confidentiality agreements and Circle procedures.
- Monitor and report non-compliance cases and initiate appropriate actions.
- Coordinate with OVK Tribal Council and external justice systems for state court diversions.
- Provide prevention activities that reflect TANF purposes 3 and 4
- Ensure that all OVK staff who work with the youth and/or within the Kasaan School are background checked, registered with the school as a volunteer, and all background check documents are current and kept confidential in Human Resources file system.
- Juvenile Success Officer / Wellness Coordinator search during each pay period for grants that benefit the tribal youth and department. They will correctly and timely assist in the application, monitoring, and reporting process to ensure compliance during the life of awarded grants.
- Other Duties as assigned by the immediate supervisor.

KNOWLEDGE, SKILLS, AND ABILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

POSITION REQUIREMENTS

- Knowledge of tribal communities including, customs, beliefs, history, family systems and values of the Organized Village of Kasaan.
- Knowledge of prevention and intervention programs.
- Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation.
- Knowledge of the structure and content of the English language.
- Knowledge of principles and processes for providing customer and personal service.
- Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups.
- Knowledge of group behavior and dynamics, societal trends and influences.
- Knowledge to accurately use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
- Knowledge to determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Skills and competence in Microsoft 365 programs.
- Skills to be aware of others' reactions and understanding why they react as they do.
- Skills to identify complex problems and review related information to develop and evaluate options and implement solutions.
- Skills to professionally adjust personal actions in relation to others' actions.
- Skills to actively look for ways to help people.
- Skills in considering the relative costs and benefits of potential actions to choose most appropriate.
- Skills in proficiently organize own work, set priorities and meet critical time deadlines, managing one's own time and the time of others

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- Ability to use initiative and independent judgement within established guidelines and procedures.
- Ability to work collaboratively with community, tribal leaders, law enforcement, and service providers in a confidential, and non-judgmental manner.
- Ability to give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Ability to correctly monitor / assess performance of yourself, other individuals, or organizations to make improvements and/or take appropriate corrective action.
- Ability to bringing others together and try to reconcile personal differences.
- Ability to tell when something is wrong or is likely to go wrong.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Ability to apply general rules to specific problems to produce answers that make sense.
- Ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

Overall, a successful Juvenile Success Officer / Wellness Coordinator should possess a combination of technical expertise, interpersonal skills, and leadership abilities to effectively plan, manage, and execute this position in alignment with OVK organizational mission, values, and goals.

EDUCATION / EXPERIENCE / QUALIFICATIONS

- High School Diploma or equivalent required
- Associate or bachelor's degree in social work, criminal justice, or related field preferred.
- 18 years of age or older
- Experience with group presentations and/or public speaking.
- Experience working with tribal youth, justice programs, and/or community services.
- Must pass a background check, drug screening, and comply with confidentiality requirements.

MINIMUM QUALIFICATIONS

Relevant professional experience may be substituted for a bachelor's degree on a case-by-case basis, particularly if the candidate has demonstrated significant expertise and success in behavioral health management, or related fields within tribal or nonprofit organizations

SUPERVISORY RESPONSIBILITIES:

This position has supervisory responsibilities over the Peacemakers.

WORK DEMANDS: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential functions of this position, employees will be required to:

Physical Demands

- Stand, talk, hear, use hands and fingers to operate a computer and telephone keyboard as well as reach, stoop, kneel, and sit for long periods of time.
- Must be able to safely lift up to 50 lbs.
- Specific vision abilities required by this job include close vision (within a few feet of the observer) requirements due to computer work; and distance vision requirements when driving/traveling.
- Ability to sit at a computer terminal for an extended period of time.

Work Environment

- Exposure to moderate noise levels such as office equipment and foot traffic.

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- Working in a confined office space and in close proximity to others.
- Working with others in a public setting.
- The role requires flexibility, including occasional evening and weekend meetings.
- Work is performed in an office setting, community locations, and Kasaan School.
- Travel within the Village and surrounding areas may be required.
- Occasional travel may involve exposure to weather conditions such as rain, snow, heat, etc.

INDIAN PREFERENCE:

It is the policy of OVK to exercise preference to Alaska Natives/American Indians in hiring, compensation, assignments, training, and promotions. Native applicants seeking employment with OVK must provide proof of their tribal enrolment or documentation that they are a member of a federally recognized Tribe before Native preference can be applied.

Native applicants who meet the minimum qualifications of a job description may be offered employment before a non- Native who meets the minimum qualifications is offered employment.

POLICIES:

The employee will need to know, understand, and abide by the following policies: Nature of Employment and "At Will" Employment, Business Ethics and Conduct, Confidentiality, Workplace Violence Prevention, Drug and Alcohol Use, Sexual and Other Unlawful Harassment and Public Representation of OVK. If there are ever any questions, you will need to bring them up with your department management and human resources.

NOTIFICATION:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain nor is it to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Nothing contained herein is intended to create, or shall be construed as creating, an express or implied contract or guarantee of employment for a definite or indefinite term.

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