Lac Courte Oreilles Tribal Governing Board
Pride of the Ojibwe
13394 W Trepania Road
Hayward · Wisconsin · 54843
Phone (715) 634-8934 · Fax (715) 634-4797 · HR Fax (715) 699-1209

POSITION DESCRIPTION

Job Title: **Specialty Court Case Worker**
Posting Date: November 10, 2026
Closing Date: Open Until Filled
Salary : $22/hr, DOQ
Department: Tribal Court
Reports To: Chief Judge and Adult Wellness Court Coordinator

Summary:
The Tribal Healing to Wellness Court is a specialty court program for adults that provides options/solutions and links individuals to services in the community to help individuals achieve sobriety, overcome barriers, develop interpersonal skills, build positive relationships and confidence to achieve crime-free, drug free, and sober lives. The case manager will have frequent contact with participants, service providers, and the Wellness Team to ensure compliance and follow-through with referrals and mandates. The case manager will also maintain data to confirm the use of evidence-based treatment services.

The following duties illustrate responsibilities of the position:

1. Complete intake with adult individuals referred for Wellness Court services. This includes gathering all necessary forms and documents to ensure applications are complete.
1. Develop and maintain participant case files, monitor client progress and ensure the follow through of services as required to comply with evidence-based procedures.
2. Link individuals to supportive services in the community, and ensure their follow through with scheduled appointments.

2. Perform drug testing and meet with participants on a weekly basis for adequate service coverage.
3. Provide transportation and accompany clients to appointments and court appearances, as needed.
4. Aid clients with preparation of forms for outside agency services i.e. application forms.
5. Act as an advocate for clients in interactions with other service entities.
3. Facilitate program support activities and groups with clients.
4. Maintain cooperative relationships with treatment agencies, community organizations, county probation departments, LCO Tribal departments, and other agencies.
5. Gather and compile case data for quarterly reports on participant activities and services.
6. Coordinate cultural activities, trainings, or community events for clients, community adults, and/or families as appropriate.
7. Other duties as assigned.

Qualifications:

- Basic understanding of case management using evidence-based procedures.
- Ability to communicate effectively and in a professional manner, maintain active case files for clients, and make informed recommendations on client's wellbeing.
- Ability to write reports using Word from available data to determine client needs, identify problems and initiate action plans.
- Intermediate knowledge and use of computer software, database entry, and spreadsheets (i.e. Microsoft Office, Excel, Word).
- Knowledge of the Lac Courte Oreilles tribal community.

Preferred Education/Experience:

Associate's degree with a preference in the Behavioral Sciences or related field from an accredited college or university AND two (2) years of relevant criminal justice, social work, and/or college internship related experience.

Conditions of Employment:

- All applicants subject to the Tribe's Drug and Alcohol-Free Work Place Policy including pre-employment drug screening and random drug screening thereafter.
- Valid state issued driver's license and/or the ability to obtain a Wisconsin driver's license. Must be insurable on the Tribe's insurance policy.

Application Procedure:

Submit a completed LCO Employment Application and Authorization to Release Information, resume, at least three (3) personal reference letters, and any other supportive documents. Resume should be type written, indicating personal information related to the position for which applicant is applying for and should include education, experience, professional and/or community involvement. **Tribal**

Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.

Application Procedure & Requirements:

1. **Complete LCO Employment Application, including Release & Authorization Form**
2. **Cover Letter of Interest**
3. **Resume**
4. **Other supportive documents**
5. **Tribal Member applicants must provide a signed official document from a Federally recognized Tribe acknowledging enrollment.**

MAIL, FAX OR EMAIL ALL DOCUMENTATION TO:
Lac Courte Oreilles Tribal Government
ATTN: Human Resource Department
13394 W Trepania Road
Hayward, WI 54843
HR Fax (715) 699-1209
doreen.debrot@lco-nsn.gov
caroline.yellowthunder@lco-nsn.gov
marilyn.isham@lco-nsn.gov

Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies and Procedures Manual.