



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

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**POSITION ANNOUNCEMENT
EDUCATIONAL WELLNESS ADVOCATE**

Summary

The Intertribal Court of Southern California (ICSC) invites applications from qualified individuals interested in the Educational Wellness Advocate (EWA) position. Under the supervision of the Director of Administration and Human Resources (DAHR) and working in coordination with the Grants Program Manager, the EWA will work within the rural San Diego County and surrounding Unified School Districts by developing and establishing strategies to enable school age offenders to comply with school requirements to reengage in and enhance their education goals and outcomes.

Duties

Duties may include, but are not limited to:

- Complete training for IEP and 504 understanding to assist parent or guardian and school age client
- Public relations (PR) with Title VI programs
- Monitor intake member's academic progress
- Participate in education-based forums
- Develop partnerships with educational organizations (tribal or urban)
- Develop and sustain collaborations with university partners
- Participate in educational based trainings related to court activities
- Develop reports for Tribal Youth Court and Judges on academic progress of clients
- Assist in developing reports for quarterly and annual Office for Victims of Crime (OVC) reports
- Attend mandatory staff meetings
- Observe court hearings that include educational challenges among citees, youth offenders, other parties

Skills and Qualifications

- Individualized Education Programs (IEP) understanding
- Ability to prepare clear, concise, and accurate documents
- Ability to maintain the confidential nature of court records and proceedings
- Ability to communicate effectively, both verbally and in writing
- Professional manner and appearance appropriate for a court setting
- Ability to work independently and manage a high-volume workload
- Knowledge of modern office practices and equipment, including the use of computers with word processing and data spreadsheet software

- Ability to follow written and verbal instructions
- Ability to maintain effective in-house working relationships with other employees, judges, attorneys, and Tribal representatives
- Maintain professionalism when working with the public, outside agencies, Tribal organizations, and Tribal members
- A Bachelor's degree or higher from an accredited college or university in a closely related field (i.e., Social Work, Psychology, Criminal Justice, Child Development, or Human Services) to the position

Additional Information

- Compensation: \$26.00 per hour, depending on verified qualifications
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- The position is located as a hybrid between the San Diego State University area office and the main ICSC courthouse on the Rincon Indian Reservation in Valley Center, CA
- Probationary period is 90 days from date of hire
- Indian preference: Native American preference will apply
- Applicant must comply with the ICSC Covid-19 Vaccination Policy
- This is a grant-funded position and subject to availability of funds
- Demonstrate willingness to travel (local travel using personal owned vehicle is occasionally required, out of state travel is infrequently required)

To apply, submit the required documents below to Maria Maciel at mmaciel@intertribalcourt.org. Only complete applications will be considered.

Required Documents

- Your resume must support the experience described in this announcement
- If claiming Indian Preference, submit a Tribal I.D., Certificate of Indian Blood or lineage verification from a federally recognized Tribe
- Unofficial College Transcripts showing your degree awarded, and date conferred
- Copies of any certifications listed on your resume
- Cover Letter to resume: Cover letter providing your intent or employment and brief narrative of your qualifications or strengths for the position
- Copy of State Driver's License