TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Open

Opening Date: 11/23/2026 Closing Date:12/08/2026

Position Title: Healing to Wellness Court Case Manager
Department: Tribal Court

Work Schedule: 8:00A.M. - 5:00 P.M., Monday-Friday (hours may vary as required)

Wage Rate: Pay Range 49: $26.17-$33.50/Hr./Overtime Eligible

If you are interested in this position, please submit the following:

- **Completed Application**
- **Bachelor's Degree**
- **Tribal Identification *(if applicable)***

All requested information must be in the **Tribal Administration Human Resources** office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Must provide completed applications for all open positions applying for?

Submit To:
Human Resources
Tule River Indian Tribe of CA
340 N. Reservation Rd.
Porterville, CA 93257
E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Healing to Wellness Court Case Manager

WORKSITE:
Tule River Indian Reservation
129 S. Reservation Road
Porterville, CA 93257

GENERAL POSITION DESCRIPTION

The Wellness Court Case Manager provides direct, comprehensive participant-level case management services for youth and young adults enrolled in the Tule River Tribal Juvenile Healing to Wellness Court Program. Under the supervision of the Wellness Court Coordinator, and in collaboration with the Tribal Court Administrator, Wellness Court Judge, multidisciplinary Wellness Court Team, families and caregivers, Tribal departments, treatment and behavioral health providers, schools, and approved community partners, the Case Manager develops and monitors individualized case plans, coordinates treatment and supportive services, engages participants and families, monitors compliance with court and program requirements, maintains confidential records, and provides timely progress information. The position supports program goals and CTAS/OJJDP grant requirements through accurate documentation and participant-level performance data. The Case Manager does not independently exercise judicial authority or make clinical treatment decisions outside the employee's professional scope.

DUTIES & RESPONSIBILITIES:

1. Develop and maintain individualized case management plans based on participant strengths, needs, court orders, assessment information, and clinical recommendations, including substance use, behavioral health, education, housing, family, cultural, transportation, and other supportive-service needs.
2. Monitor the day-to-day case management operations of wellness clients to ensure assessments, referrals, drug tests, and service provisions are conducted in a timely and effective manner.
3. Coordinate participant-level service delivery and referrals with the Wellness Court Coordinator, Tribal Court Administrator, Wellness Court Judge and multidisciplinary team, probation or supervision personnel when applicable, behavioral health and treatment providers, schools, Tribal programs, and community service providers.
4. Maintain regular participant contact through scheduled check-ins and, when authorized and appropriate, home, school, family/caregiver, and provider contacts; document progress, barriers, and required follow-up.

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Resolution No.: FY2026.237(1)

5. Maintain complete, timely, and confidential participant case files, contact notes, referral records, releases of information, service documentation, and case-management database entries in accordance with Tribal law, Court policy, and authorized information-sharing requirements.
6. Attend regular client case staffing and court hearings to ensure all members of the team are properly informed.
7. Develop and promote community resources for client services (e.g., employment counseling, housing, anger management).
8. Complete necessary intake and orientation on all new Wellness clients.
9. Monitor, initiate, coordinate, and refer clients for UA testing and inpatient and outpatient treatment options.
10. Maintain general knowledge of addiction and continuing education regarding new research and best or promising practices for treatment courts and interventions for co-occurring mental/substance disorders.
11. Assist with grant funding reports and requirements.
12. Assist in the building as well as updating Court Policies, Procedures, and Protocols and ensure fidelity to the same.
13. Serve as positive liaison facilitating relationships and communication between Tule River Tribe Healing to Wellness Court and applicable outside service agencies.
14. Provide guidance and supervision to Healing to Wellness Court clients.
15. Prepare written and verbal reports for the judge noting the clients' needs, services provided, and assessing the effectiveness of service delivery methods.
16. Assist with the collection and maintenance of performance outcome data.
17. Other related duties as assigned.

QUALIFICATIONS:

1. Bachelor's degree in Social Work, Psychology, Criminal Justice, Human Services, Behavioral Health, Sociology, or a related field required; or an equivalent combination of relevant education, training, and/or work experience may be considered, depending on experience (DOE), subject to the written approval of the Tribal Court Administrator.
2. Minimum of two (2) years of experience in case management, human services, juvenile justice, law enforcement, behavioral health, treatment/recovery services, or a related field preferred. An equivalent combination of relevant education, training, and/or work experience may be considered, depending on experience (DOE), subject to the written approval of the Tribal Court Administrator.
3. Experience working with juveniles or young adults with high-risk, substance-use, mental-health, delinquency, truancy, child-welfare, or other complex service needs preferred.
4. Experience with case-management software or comparable electronic case-record systems preferred.
5. Must meet Tribal requirements to transport youth/participants and safely conduct approved field contacts.
6. Experience working with Native American communities, Tribal governments, Tribal courts, or Indigenous youth and families preferred.
7. Experience with grant-funded programs, performance-data collection, or outcome tracking preferred.

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KNOWLEDGE, SKILLS & ABILITIES:

1. Computer proficiency required, including Microsoft 365, Outlook, Zoom, scanning/printing, electronic records, and the ability to learn case-management and grant-data systems.
2. Knowledge of substance- use treatment, mental health services, adolescent development, and trauma-informed practice.
3. Ability to provide case management and advocacy services.
4. Ability to communicate effectively both orally and in writing.
5. Detail oriented with ability to manage data, files, and reports.
6. Valid state issued driver's license and/or the ability to obtain a California driver's license. Must be insurable on the Tribe's insurance policy.
7. Ability to maintain strict confidentiality and follow authorized information- sharing requirements for juvenile, behavioral health, substance-use, educational, family, and court information.
8. Ability to work flexible hours, travel locally, and attend hearings, staffing meetings, participant contacts, training, or program activities outside regular hours as required.
9. Ability to work effectively and professionally with high- risk youth, families/ caregivers, service providers, court personnel, and multidisciplinary partners.

This position reports to: Healing to Wellness Court Coordinator

Supervises: **None**

Salary: Range 49: $26.17-33.50/ Hr. (DOE/ DOQ)
Paid Bi-Weekly/ Non-Exempt

Working Hours: 40+ Hours/Per Week
8:00A.M. - 5:00 P.M. Monday-Friday- hours may vary as required and may include emergency situations or night / weekend on- call situations occasionally.

Benefits: Medical, Dental, Vision, Flexible Spending Plan, PTO & 401(K) participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473), VETERAN PREFERENCE

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