

**PUEBLO OF SAN FELIPE CONTEMPORARY TRIBAL COURT**  
**HEALING TO WELLNESS COURT CARE COORDINATOR/INFORMATION**  
**SPECIALIST**

**SCOPE OF WORK**

**EXHIBIT “A”**

The Pueblo of San Felipe Contemporary Tribal Court seeks to fill the position of a Healing to Wellness Court (HWC) Care Coordinator/Information Specialist on a part-time contractual basis. This is a professional and highly visible position that has broad HWC case management responsibilities. The incumbent will perform a variety of duties to administer and efficiently support the HWC. Under the direction of the Tribal Court Judge and Court Administrator, this position will be primarily responsible for administering the HWC from initial intakes to graduation and after care for participants along with recording and inputting cases into the court case management system. Work is performed under the general supervision of the Chief Judge and Court Administrator.

For the term of the Professional Services Agreement (Contract) the Healing to Wellness Court Care Coordinator/Information Specialist duties include but are not limited to performing the following:

- The Drug Court Care Coordinator/ Management Information Specialist shall report to the Contemporary Tribal Court Judge directly and shall serve as the primary operational administrator of the Healing to Wellness Court (HWC). Functions shall include but not be limited to: Developing in conjunction with the HWC team, policies and procedures for the HWC, Develop a HWC participant handbook; Processing participant intakes; Working in conjunction with the Contemporary Tribal Court Administrator to schedule HWC team meetings; Scheduling review hearings; Providing communication channels between all participating agencies and organizations; Ensure data is entered into the Tribal Court Case Management System; Provide case management of participants with their respective treatment plans, Assist participants to enroll in Medicaid and access other public benefits such as SNAP; Analyze and prepare Quarterly Summaries based on information drawn from the Court’s Case Management System and provide overall HWC administrative support in collaboration with current Court staff; Maintaining confidentiality during and after period of contract with regards to court records processes; Other duties as assigned.

Contract Rate of Compensation:

- \$40.00/hour

Maximum Hours Per Week:

- 30 hours