HEALING TO WELLNESS COURT CASE MANAGER

RED LAKE NATION TRIBAL COURTS

Opens: November 2, 2026 Closes: Until Filled

PRIMARY FUNCTION:

The Healing to Wellness Court Case Manager will be responsible for providing intensive case management services to Red Lake members, and their families, who have been referred to the Red Lake Healing to Wellness Court (HTWC). Reports to the Court Administrator, Full-Time position w/benefits, salary; DOQ

ESSENTIAL RESPONSIBILITIES & DUTIES:

- Complete program-appropriate screening and assessment such as administering the GAIN-SS
- Participate in HTWC prescreening meetings to determine program eligibility
- Provide participate orientation that clearly outlines the expectations of the program
- Obtain appropriate consents for release of information from parent/guardian
- Facilitate/coordinate family group decision making session
- Develop holistic case management plan based on agreements between HTWC, participants and participant's family
- Plan, coordinate and document weekly follow up sessions with participants
- Provide direct services such as, but limited to, advising, crisis management, chaperoning family visits/activities, behavior modifications, and co-facilitating groups
- Monitor overall compliance with case management plan
- Administer GAIN-SS every 90 days to monitor progress
- Regularly review and update case management plan and make referrals as needed
- Link and monitor services with treatment providers (case managers, counselors, probation staff, and other health/wellness service providers).
- Monitor school attendance and academics progress, ensure communication between the school liaison and HWC occurs when client is a Red Lake youth
- Maintain accurate and complete documentation in court's file management database
- Complete documentation by the end of the working day in which contact was made
- Supervise urinalysis and other drug testing as ordered
- Supervise an active caseload of up to 20 clients

EDUCATION/WORK EXPERIENCE/QUALIFICATIONS:

- GED/High School Diploma
- At least one year of successful work experience in case management
- Knowledge and skill in the use of standard office equipment
- Knowledgeable in the use of computers using various software (i.e., Microsoft Word, Excel)
- Possess excellent communication and verbal skills
- Possess excellent organizational skills in handling multiple tasks
- Possess the ability to work without close supervision and work collaboratively with other employees and the public
- Must be able to handle stressful situations in a professional manner
- Must adhere to and have knowledge of the Data Privacy Act
- Knowledgeable in the Tribal Code and ordinances
- Employment contingent upon successfully passing Pre-Employment Drug/Alcohol Test and Background Check

TO APPLY: Application and copies of certificates/diplomas are being accepted at the Government Center – Human Resources Department, P.O. Box 546, Red Lake, MN 56671 Phone (218) 679-1847.