

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****VACANCY ANNOUNCEMENT*****

TITLE: Start Social Worker
(Contract position)

SALARY \$23.22 to \$26.70 an hour

LOCATION: Department of Human Resource Development

CLOSING DATE: Thursday, May 16, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **A favorable determination resulting from a completed background investigation is required for your placement in this position.** *The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.*

Incumbent serves as a team member in planning, supporting, and implementing strategies to develop a safe, nurturing, and stable living situation for families with substance use disorders (SUD). The START Social Worker will serve as a team member of the Sobriety Treatment and Recovery Team (START) Program, whose goal is to reduce the number of children entering out-of-home care by providing stronger services and support to the family, as well as reduce the rate of children re-entering care.

Duties of the position include, but are not limited to the following:

- The incumbent will provide case management services for children and families including; child placements in the order as defined by the Social Services Policy Manual and maintenance of children in foster homes and/or institution care, whichever is determined the most compatible and in the best interest of each particular child/sibling group being placed in care.
- The incumbent will develop permanency plans and is responsible for permanency planning for reunification with a fit parent/guardian, a guardianship or customary adoption within policy timelines.
- Incumbent will work with guardianship/customary adoption placements in efforts to stabilize guardianship placements when issues arise that jeopardize thus placement.
- Incumbent will complete documentation and assure necessary case file documentation is in the child's file including all required documents as required by IV-E regulation such as reports to court, court orders with wording as mandated by IV-E funding regulations. Ensures completeness of assigned foster children's files and obtains documentation from schools, therapists, medical providers, parents and other agencies as necessary. Maintains shot records, medications as prescribed, school records, social security cards, birth certificates, eye and dental records, medical records, picture ID's, foster care placement record and case notes. Case notes describe all information in regard to each parent/family member and

child as well as all activities performed. Assures all required paperwork is completed for each child on caseload to secure and maintain Medicaid eligibility, daycare and other necessary services.

- Will provide referrals to programs for youth in care including Montana Transitional Living.
- Responsible for providing accessibility to tribal culture and historical background activities for children in care.
- Incumbent is responsible for transportation of parents/family members, children in and out-of-state as required for necessary services.
- Position requires much flexibility in work schedule and is dependent on required needs of the children and families; at times may require evenings and/or weekend transportation due to emergency treatment needs of children in care, visitation schedule and other supportive services required for service delivery.
- Incumbent is required to complete home visits as outlined in the Social Services Policy Manual and as required for state compliance with each placement for all children on caseload and assure all necessary paperwork is provided to support staff for input into the Montana Database System.
- Incumbent works directly with families to develop Service Treatment Agreements or Voluntary Protective Service Agreements to mitigate child safety issues within the home and family system. Works closely with the support of other social service professionals to recommend, establish and coordinate support for children and parents/family members.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Position requires a Bachelor's Degree in Social Work, Human Services, Psychology, Sociology or related field or equivalent of 4 years of experience working with vulnerable populations or a combination of schooling and experience equaling a total of 4 years.
- This position is a testing designated position (TDP) under the terms and conditions of the CSKT drug-testing program and implementing rules. Employee will be subject to random (drug/alcohol) testing. This position is subject to a background check in accordance with Public Law 101-630, 25USC Section 3201 and Public Law 101-647, 42USC Section 13031. Must have never been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence. Must never had a CPS substantiation of child abuse/neglect.
- Must possess a valid Montana Driver's license.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- ✚ Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.

SUBMIT:

1. Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Montana Driver's License.
4. If enrolled in a Federally recognized Tribe other than CSKT, please submit proof.
5. If claiming Veterans preference, submit a copy of the DD214 form.

❖ FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS

INCLUDE A LETTER OF REFERENCE, COVER LETTER OR A RESUME AS A PERSONABLE SUPPLEMENT TO THE APPLICATION PACKET.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040.

FOR MORE INFORMATION: Brandon Burke, Start Program Manager @ 675-2700 Ext. #1184