

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

TITLE: **Child Protection Specialist**
(1 or more Contract positions)

SALARY \$19.13 to \$21.99 an hour

LOCATION: Department of Human Resource Development

CLOSING DATE: Thursday, December 12, 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 Child Protection Specialist and will provide case management services for children and families including; child placements in the order as defined by the Social Services 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.

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

- 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. Incumbent is responsible for reading each Foster Parent Monthly Report and signing it to reflect the correctness of information submitted. 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 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 CAPS 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. The incumbent is expected to have the ability and skill to give families hope for problem resolution and is expected to understand and be able to decipher the family system and what is needed or not being met through formal and informal systems. Provides advice, guidance and social work counseling to help parents and family members navigate federal, tribal, state and local programs addressing physical, emotional needs and assists with utilizing other services provided by other agencies including credit, employment assistance, education, vocational training, mental health and substance use including other social service programs. Assures all required paperwork is completed for each child on caseload to secure and maintain Medicaid eligibility, daycare and other necessary services.
- Perform clerical support services and other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Position requires a Bachelor Degree in Social Work, Human Services, Psychology, Sociology or related field or equivalent of 4 years of experience in case management services for vulnerable populations.
- Experience with computer skills, scanner and other office equipment, MS Word, Excel and Adobe Acrobat as well as strong writing skills is preferred.
- 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. Must pass a background investigation if hired, subject to a background check in accordance with Public Law 101-630, 25USC Section 3201 and Public Law 101-647, 42 USC Section 1331. Must never have had a CPS substantiation nor been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or crime of violence. Must not have any involvement with a child or social service protection agency as a perpetrator, no alcohol, drug abuse or domestic violence charges within the past five years.
- Must not have resigned to avoid disciplinary action or have been dismissed from employment within the past 3 years.
- Must possess a valid Montana Driver's License.
- Will participate in on-call duties on a rotating schedule and maintain and participate in other duties as assigned.
- Position is a mandatory reporter of child abuse/neglect.

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. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid 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: Christina Griffin, CPS Program Manager @ 675-2700 Ext. #1398