

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Homelessness Task Force Coordinator

LOCATION: Tribal Administration

SALARY: \$36.48 to \$41.93 per hour, plus benefits
May be employed under contract

CLOSING DATE: Thursday, January 16, 2025 at 5:30 p.m. MST

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing Policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test.

- Continue to identify, gather and assess data from existing secondary data sources to illuminate the homelessness situation on the reservation, such as rates of financial literacy, addiction, health issues, job-readiness and others. Review the data and present to the task force as available. Create and maintain a baseline of the existing data and develop a timeline for updating the data, providing a reliable surveillance process to guide recommendations.
- Develop a matrix of existing CSKT, local government and private resources, services, intake processes and cross-functional operations. From the analysis of that data, identify and inform the Task Force of any gaps in services necessary for a homeless population. Includes appropriate wrap-around service systems and levels of care needed to serve the housing/treatment program and facility on the Flathead Reservation, identifying “level of care.”
- Review and maintain current knowledge of evidence-based practices used to address homelessness and advise task force of systems that could be created at CSKT and/or on the reservation by external partners. Create partnerships and collaborate with internal and external parties to further learn about the homelessness situation on the reservation. Recommendations for eliminating homelessness and factors that contribute to or cause homelessness based upon current evidence and research. Gather additional data from models that are successfully working for Indian tribes and other parties.
- Under advisement with the CSKT Homelessness Task Force, develop a Homelessness Response and Prevention Plan with next steps to address gaps, challenges faced in our community’s response to the COVID-19 pandemic and other issues due to unstable housing circumstances. Work will include:
 - a) Coordination of Tribal programs with standard operating procedures and policies necessary to prevent Tribal homelessness.
 - b) Plan to develop the partnerships necessary to develop new systems necessary to prevent homelessness (such as possible creation of a separate entity that could apply for state Section 8 vouchers and other private resources for non-profits).
 - c) Prepare and initiate Memorandum of Understanding(s) as necessary for success of the homeless response plan.
 - d) Preparing documentation as necessary to build, purchase and rehabilitate, a permanent supportive housing/treatment program and facility on the Flathead Reservation, identifying “best practices” to assure implementation of ongoing comprehensive supportive services required to permanently stabilize families and individuals.
 - e) Identification of funding sources, leveraging available funding, to construct or purchase/rehabilitate a facility and create a draft staffing and facility management budget.

- f) Development of roles and responsibilities to be included in MOAs for long-term facility operation and maintenance.
- Facilities, Construction, and Related Activities. Assess and evaluate existing infrastructure to address housing and supportive services needs. Work with appropriate staff to rehabilitate and retrofit existing infrastructure, as directed, and to engage Architectural and Engineering services to develop facility design and site plans for new facilities, advise and assist project management staff on necessary qualifications, bid solicitations, and contractor selection, and ensure necessary furnishing, equipment installation and functionality. Assist Tribal project management staff in ensuring adequate facility needs are met for supportive services such as mental health and social services.
- Maintain and explore additional housing options for supportive housing, sober living, and other homelessness situations as they may arise or evolve; keep tribal government and external partners advised.
- Provide regular reports to the Tribal Council as directed by Executive Officer with guidance from the Homelessness Task Force.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Must have a minimum of a Bachelor degree in administration, organizational development with strong knowledge of social work, mental health or other related field **AND** a minimum of five (5) years qualifying experience demonstrating strong program coordination experience; **OR** any demonstrated combination of experience and education totaling nine (9) years of more. Qualifying experience must be in an evidence-based social, mental health or other supportive services field and demonstrates an ability to motivate others; coordinate thoughts, ideas and implement planning of others and include working independently without day-to-day supervision and evidence of the ability to apply for grants including implementation and reporting.
- Must also have documented experience implementing the CSKT procurement policy, including the purchase requisition process, and managing Tribal contracts is required. Ability to work independently without day-to-day supervision. Experience applying for, carrying out, and reporting grants.
- Must have experience working in a tribal community and demonstrate knowledge of the factors contributing to homelessness, and the social challenges associated with poverty, mental illness, addiction and other challenges in guiding individuals to independent and stable shelter.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant degree/academic transcripts, training certificates, and licensure.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

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

FOR MORE INFORMATION:

Contact Patricia Hibbeler at 406-675-2700 ext. 1091