

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

**TITLE:** Child & Youth Trauma Services Counselor/Case Manager  
Contract Position

**LOCATION:** Department of Human Resource Development

**SALARY:** \$19.19 to \$22.06 per hour

**CLOSING DATE:** Thursday, February 6, 2025 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 prior to 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.**

This is a contract position funded under a federal grant to provide and increase access to effective trauma-focused treatment and service systems in communities for children, adolescents, and their families who have experienced traumatic events. The Counselor/Case Manager will provide trauma informed services to the clients and their families by assessing their needs and providing assistance via transportation, filling out applications, coordination of services utilizing the resources within our community. They will provide light counseling duties, such as performing trauma assessments and leading groups through evidenced-based programs. They will also provide assistance to the Program Manager and Mental Health Specialist.

**DUTIES:**

- This incumbent needs to have the ability/skill to give families hope for problem resolution;
- Responsible for meeting with the Mental Health Specialist and Program Director at least one time per week to update them of on-going case activities and review each individualized treatment plan;
- Develops an individualized treatment plan with clients and their parents/guardians that will engage them in a plan that meets their needs;
- Has the ability/skill to assist families in problem resolution and is able to communicate orally and in writing, clearly and effectively to parents/guardians;
- Provide necessary support groups with clients and/or their parents/or guardians; Has the ability/skill to evaluate the parents /guardians progress towards treatment plan objective/goals and appropriately make changes as needed;
- Has the ability/skill to be able to decipher the family's ecosystem and determine services that are not being met through formal and informal systems;
- Provide and/or arrange transportation for parents/guardians that need rides to appointments;
- Knowledgeable of all programs available to parents/guardians in their communities to provide wrap around services;

- Determine parents'/guardians eligibility for services such as snap benefits and Medicaid; Assist clients in completing paperwork to apply for assistance programs and insures that the parent/guardian makes contacts with the appropriate services and follows through with making and attending necessary appointments;
- Coordinate services provided to parents/guardians by their own or other organizations;
- Other duties as assigned by the Department Head;

**MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Bachelor's degree in social work, psychology or related field.
- Two years' experience working with at-risk families and children to strength family systems.
- Experience providing screening, case management and conducting support groups.
- Past charges for child abuse, neglect, or sexual abuse will be investigated through the background and suitability determination process. Must not be found guilty of two or more misdemeanors offenses, under federal, state or tribal law, involving crimes of violence, sexual assault, molestation, crimes against persons or children. Must not have any felony offense. Will be required to pass a criminal background and suitability check per PL 101-630 Indian Child and family violence protection act, cannot have any substantiated CPS referrals. Will be required to report to supervisor in the event of any civil or criminal charges.
- No misdemeanor convictions in the past year, with the exception of traffic offenses. Traffic offenses cannot exceed three within the last two (2) years.
- Must not be subject of current criminal investigation, which would include indictments.
- Position is required to sign a confidentiality agreement on at least an annual basis and to observe and uphold professional levels of communication protocols.
- This position is a testing designated position (TDP) under terms and conditions of the CSKT drug testing program and implementing rules.
- This position is subject to a background check in accordance with Public Law 101-630, 25US Section 3201 and Public Law 101-647, 42USC Section 13031. The background check also includes child protective service checks and driving record checks.
- This position is a mandatory reporter of child abuse and neglect situations.
- Position requires much flexibility in schedule. Schedule depend on required needs of clients, sometimes requiring evening or weekend transporting due to parents' schedules.
- Will maintain and participate in other duties as assigned.

**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. 1259/1040.

**SUBMIT:**

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Copy of relevant academic transcripts and training certificates.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

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

**FOR MORE INFORMATION:** Roberta Asencio, Child & Youth Trauma Services Program Manager @ 675-2700 Ext. #1058