

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
406.675.2700
PERSONNEL DEPARTMENT FAX: 406.226.2562
CSKT Website: cskt.org/personnel
E-mail: cory.clairmont@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Mental Health Client Advocate – Contract position

LOCATION: Tribal Defenders – Pablo, MT

SALARY: \$23.75 per hour plus benefits

CLOSING DATE: Open Until Filled

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

The Mental Health Client Advocate (MHCA) position is a full time, contracted, grant funded position. Extension of the position depends on further funding available. The MHCA are placed in the Tribal Defenders Office through an innovative, collaborative project with Partners for Justice, a national non-profit agency that builds capacity in public defender offices to assist the to meet housing, employment, educational, health and mental health needs of their clients.

The position is responsible for engaging those clients incarcerated, or recently incarcerated, in the tribal jail who are suspected to have mental health and/or substance use disorders. The MHCA will monitor the tribal jail roster and make contact with new inmates daily. They will also carry a caseload as assigned by the Lead Case Manager.

DUTIES:

Planning:

- Communicates with Tribal Defenders staff, Tribal Police and stakeholders to assess the continuing progress of service delivery.
- Coordinates with the Holistic Programming Director to develop a method of data collection and program evaluation.
- Assists in reporting to the grant funding agency as required.
- Coordinates with the Lead Case Manager to develop a method of service delivery to inmates in the tribal jail, focusing on mental health needs and reducing the number of days incarcerated for those with mental health disorders.

Case Management:

- Monitors the tribal jail roster and makes contact with all new inmates incarcerated. Contact is 7 days per week, so hours will be flexible and shifts rotated between 2 MHCAs.
- Reviews police reports and other information available on the Defenders' case management software to alert to possible mental health issues and determine legal status. Consult with the Lead Case Manager regarding how to identify mental health issues and who the Lead Case Manager knows to have a history of mental health needs.

- Performs needs assessments of individuals to determine their medical, psychological, financial, housing, vocational, cultural and social needs. Carries a caseload of clients to assist them to connect to services and document proof of court requirements.
- Counsels and communicates with individuals in order to engage them in a plan that meets their needs.
- Assesses what services and resources are available to clients and refers them to services in a way that provides seamless access.
- Insures that clients have made the necessary contacts with services and have the resources to follow through.
- Communicates with the Lead Case Manager, assigned attorneys or advocates, and other professionals within the Defenders Office regarding case plans and to insure client driven services are a priority from the time a client is accused to sentencing, and post sentencing support.
- Communicates with mental health practitioners, including the Defenders' clinical psychology trainee, to arrange psychological assessment and treatment. The MHCA will insure that proper releases are understood and signed by the client.
- Maintains client records and documentation in an organized and concise manner. Files are maintained on the Defenders case management software, the goal is a paperless office.
- As caseload allows, may work with clients incarcerated in the state prison system to assist them with parole planning. May appear by Zoom for parole hearings, to advise the Montana Board of Pardons and Parole of services available to the client to support their parole plan.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- A minimum education of a Bachelor's Degree. The Tribal Defenders, working in collaboration with Partners for Justice, are looking for recent graduates (two (2) to three (3) years post-graduation) with a demonstrated record of academic achievement and personal leadership.
- Must have the ability to make decisions and perform independently, but must also be willing to seek advice and assistance from other members of the Holistic Defense team.
- Must be committed to the holistic defense model that is innovative, client-driven, and team based. Holistic defense focuses on the client in the context of their community, not the disposition of the case.
- Must have a demonstrated interest in working with the disenfranchised, the criminally accused, and those suffering from mental illness and addiction, knowing that clients of the Tribal Defenders Office are resilient and capable of change.
- Knowledge of the social and cultural needs and lifestyles of the Reservation community. This includes the ability to work with and gain the trust and understanding of your clients and their families. It also includes knowledge of the concept of historical trauma.

DESIRABLE QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Demonstrated skill in oral and written communication.
- Strong organizational skills, including the ability to prioritize, and manage job duties in a public defender atmosphere.
- Ability to be innovative and creative in dealing with unexpected problems and developing a service plan. This includes the ability to apply knowledge of clients, their families and their culture in a useful and positive manner. Services to your clients is only as limited as your imagination.

SUBMIT:

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Tribal enrollment verification if enrolled in a federally recognized other than CSKT.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040, or personnel@cskt.org.

FOR MORE INFORMATION: Contact: Ann Miller, Attorney @ 406.675.2700, ext. 1133