

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org/personnel
E-mail carla.matt@cskt.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Resident Services Coordinator (ROSS Coordinator)
LOCATION: Salish Kootenai Housing Authority – Pablo, MT
SALARY: \$20.15 – \$23.17 per hour, plus benefits
CLOSING DATE: Monday, December 29, 2025 at 5:30 p.m. (MST)

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. 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.

The employee functions under the general direction of the Affordable Homeownership Coordinator of the Salish and Kootenai Housing Authority and is responsible for the following scope of work:

- This position is an integral part of the Housing Resource Department and a key participant in the development of supportive services and other activities designed to help residents attain economic and housing self-sufficiency. Position will exercise good judgment and have responsibility for results.
- Position is responsible for establishing a program coordinating committee of service providers to provide education, training, counseling and referral services to potential home owners throughout the service area and organizing and facilitating quarterly meetings of the committee.
- Responsible to coordinate supportive services and other activities designed to help Housing Authority residents attain economic and housing self-sufficiency. Market the program to residents, particularly resident that are single parent heads-of –households to enable participating families to increase earned income, reduce or eliminate the need for assistance programs and make progress toward achieving economic independence and housing self-sufficiency.
- Responsible to assist the Housing Authority to create a resident group to promote self-sufficiency efforts and/or encourage residents to build informal support networks with other residents, family and friends.
- Responsible to provide general case management which includes intake, assessment, education and referral of residents to service providers in the community.
- Responsible to coordinate, supervise and oversee the delivery of services, ensuring services are provided on a regular, ongoing and satisfactory basis. Act as liaison between the Housing Authority residents and local providers, including tribal and state public service departments.

- Responsible to coordinate, supervise and sponsor educational events which may include subjects relating to job search to promote skills in applying for a job, job researching, resume writing, interviewing techniques, etc.; life skills training such as financial literacy, credit repair, banking and money management, etc.; health care coordination to provide information and services available for physical and mental health, alcohol and drug treatment programs, disability services available, etc.
- Assist the Affordable Homeownership Coordinator with homebuyer education and financial literacy classes.
- Work with the Tribal Personnel office and local employers for placement in on-the-job training opportunities to help residents gain experience and training in the work place.
- Coordinate efforts with the Housing Authority Occupancy and Housing Resources staff to ensure all residents receive services as needed.
- Responsible to track and report progress of all participants. Reports will be submitted to the Affordable Homeownership Coordinator on a monthly basis or as requested for use in preparation of required reports of the grant.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- The Employee shall adhere to established policies regarding confidentiality of client/customer information and shall advise appropriate staff and supervisors of any information of a sensitive nature. The confidentiality provisions of this agreement shall remain in full force and effect after the termination of the agreement.
- Employee must possess a Bachelor Degree in Human Service or related field with one to two years related experience or related field training or five years of work experience in a related field.
- Must possess a valid Montana Driver's License with no alcohol related convictions. Must be willing to travel out of area for conferences, seminars or additional training. This is not a designated drug testing position.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

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

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

FOR MORE INFORMATION: Contact Michelle Morigeau (406) 675-4491 Ext. 1507