

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

TITLE: Child Protection Services Program Manager
(Contract position)

LOCATION: Department of Human Resource Development
Social Services Division

SALARY: \$25.46 to \$29.27 per hour

CLOSING DATE: Monday, April 20, 2026, 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 before your placement in this position. ***The successful applicant, if not currently employed by the Tribes, must complete & pass a pre-hire drug screen and serve a mandatory six (6) month probationary period.***

The Child Protection Services (CPS) Program Manager, directly supervises the daily activities of all CPS Workers, Intervention Workers and the CPS Support Staff Worker. This Worker will oversee above listed social worker's child protection risk and safety assessments, case management for abused and neglected children in TSSD Custody and Care. This Worker provides technical support, training and guidance to staff and guidance to community partners to develop support and service partnerships and expands community options for clients and families; perform related duties. This position possesses specialized knowledge of the child welfare system as well as knowledge in ICWA case transfer, case and grant requirements. This Worker must adhere to a variety of regulations including but not limited to the following 66 BIA Manual; Title IV-E requirements, Adoption and Safe Families Act (ASFA), Indian Child Welfare Act (ICWA), Tribal Children's Legal Code, Tribal Social Services Manual, practice and adhere to federal tribal regulations of licensing foster parents as well as federal and state requirements for Montana Transitional Living Program (MLT) and adhere to/implement the NASW Code of Ethics. This Worker is also responsible for learning the requirements set forth in the Families First Prevention Act. This Worker provides care coordination case management services, child protection services, child welfare investigations, prevention and coordination. This Worker must have a working knowledge of the Montana State CAPS/MFSIS Database System. Provides overview of CPS Program and other agencies upon request.

Principle duties and responsibilities:

- Determine case priorities and ensure quality of work performed
- Practices and provides consultation and ensures standards are met within the contest of family centered practice to achieve safety, permanency and well-being of children in the child welfare system.
- Monitors reviews and approves written work including court documents by all CPS Social Workers and Intervention Workers
- Incumbent will complete performance evaluations within timelines established in Ordinance 69-D Personnel Manual for staff supervised using developed performance objectives
- Incumbent will develop performance objectives that are relevant to each job position and will review the job performance objectives with each individual staff to assure they understand what they will be evaluated on at the end of their performance evaluation timeline.
- Samples and evaluates cases for adherence to practice standards and compliance with state and federal laws regarding child welfare policy

- Conducts staff meetings and provides technical oversight regarding program policies, goals and procedures
- Assesses staff training needs and provides training
- Gathers a variety of data and prepares monthly and quarterly reports
- Coordinates schedules for emergency, crisis intervention and after hours on call services
- May perform direct case management for clients and families including intake, assessment, case management and contract monitoring
- Facilitates monthly Child Protection Team Meetings
- The Worker collaborates with other necessary individuals that the youth and family have contact with such as County/State Social Workers, Probation Officers, Judges, Attorneys, Teachers, Physicians, Etc.
- Remains current of issues related to services for families, children and Tribes as well as Montana statutes in relations to child abuse and neglect, federal legislation. In relations to social service delivery of ICWA changes and updates.
- Implements NASW Code of Ethics
- Completes monthly times studies and ensures time study compliance of social workers.
- Maintains regular contact with families and schedules home visits and documents in case file.
- Provides case management services on child welfare case plans.
- Maintains confidentiality of case records based upon policies and procedures.
- Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must have a BA in Social Work, Sociology, or Psychology
- This position is a testing designated position (TOP).
- This position is a mandatory reporter of child abuse and neglect situation.
- Must not have had a conviction of driving under the influence of substances or per se Within the last three (3) years.
- This position is subject to a background check in accordance with Public Law 101-630, 25USC Section 3201 and Public Law 101-647, 42USC Section 13031, 2006 Adam Walsh Child and Protection Safety Act, Preventing Sex Trafficking and Strengthening Families Act, enacted on September 29, 2014. The background check also includes CPS checks and driving record checks.
- Must pass background investigation if hired.
- Must have never been convicted of/or pled guilty to a crime of domestic violence, child abuse, sexual offense or crime of violence (felony).
- Must not have resigned to avoid disciplinary actions or have been dismissed from employment within the past three (3) years.
- Must possess a valid Montana driver's license and maintains liability insurance.
- No involvement with any child or social service protection agency as a client, no alcohol or drug abuse charges or domestic violence charges within the past five (5) years mandatory.
- Request full Position Description from the Personnel Department

SUBMIT:

1. Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe, if applicable.
4. If you claimed Veteran's preference, a copy of DD214 must be submitted.

FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cslt.org. **FOR MORE INFORMATION:** Contact Dana Liberty, Social Services Division Director @ 406.675.2700, Ext. 1699.