

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
(406) 675-2700  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** LIHEAP ASSISTANT  
(Contract & Furlough-able position)

**LOCATION:** Department of Human Resource Development  
Finance Division

**SALARY:** \$16.83 to \$19.35 per hour

**CLOSING DATE:** Monday, May 11, 2026, at 5:30 p.m.

**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 currently employed by the Tribes, must complete & pass a pre-hire drug screen and serve a mandatory six (6) month probationary period.***

The job is a technical working level position which involves a great deal of detailed clerical work combined with determining unique program eligibilities. The position performs clerical functions 40% of the time and eligibility function 30% of the time and extensive public contact 30% of the time. The contact is with fuel vendors and clients who are seeking services. This position determines energy assistance eligibility that typically runs from September - April and June-August. The position receives the LIHEAP client application and required backup documents and duplicates them for the file and a part of the eligibility process.

**Principle duties and responsibilities:**

- LIHEAP season is from November 1 to April 30, and June 1 to September 30th.
- Mails applications in September or earlier to all individuals approved the previous year.
- Works with Elder Services staff in obtaining all elders applications (getting them completed without mailing back).
- Contacts fuel vendors and the priority #'s in the first two weeks of October on approvals.
- Produces frequent correspondence to clients, fuel, vendors, etc. - the client correspondence and the fuel vendor correspondence must occur simultaneously; so that customers and fuel vendors are both on the same page.
- Coordinates fuel eligibility in terms of assessing resources client base may be eligible for (i.e. Dire Need, Elder Services, General Assistance, OCS, and Vocational Rehabilitation assistance.).
- Prepares case notes and does client follow up daily - trying to avoid complaints and disputes - client interactions will be monitored as to timeliness of return calls, letters back to clients, etc.

Each file must have a letter of initial LIHEAP approval and required documentation (Birth Certificates, driver's License, Social Security card, Tribal Enrollment card, household income, phone number and address).

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

- Must have a High School diploma or GED equivalent with 1 Year of work experience working with people or with office clerical work.
- Must be able to remain focused and calm when clients are demanding immediate action on LIHEAP application (goes for temperament and ability to remain calm in stressful and demanding situations where public contact is critical)
- Must be able to maintain strict confidentiality. Must sign confidentiality agreement.
- Must be able to multitask
- Must be able to perform volume client eligibilities in a short period of time (Over 1200 applications annually)
- Must have detailed contracting and note keeping capability.
- Must be very organized in the approach to work.
- Must maintain good attendance
- This is a furlough-able position as outline in Tribal Ordinance 69C, Chapter 4 Part 2b. "an employee who is placed on leave without pay at various times during a year."
- The new incumbent of this position will be placed on an Employment Agreement.

**Interested applicants may obtain further information by requesting a copy of the full Position Description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.**

### **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](mailto:personnel@cslt.org). **FOR MORE INFORMATION:** Contact Michaellynn Alvarez, LIHEAP Program Manager @ 406.675.2700, Ext. 1371.