

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

**TITLE:** DHRD Department Head

**LOCATION:** Pablo, MT

**SALARY:** \$55.14 - \$63.38/hour, plus benefits (may be employed under contract)

**CLOSING DATE:** Tuesday, May 26, 2026 at 5:30 p.m. (MST)

**SPECIAL CONDITIONS:** This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and subject to random drug testing. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test and serve a mandatory twelve (12) month probationary period. Must pass a background and suitability check according to Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

The Department Head of the Department of Human Resources Development (DHRD) is a visionary leadership position dedicated to the well-being of the CSKT Membership and Tribal Communities. This role moves beyond mere service delivery, utilizing a wraparound model to ensure that every individual is supported by staff with compassion and a comprehensive understanding of their unique needs.

### **Management**

- This role is focused on reflective supervision – supporting the growth and emotional well-being of staff so they, in turn, can better serve the Tribal communities in their individual roles and teams.
- This position entails management of staff and cooperative interaction with other department heads, Administration and Directors, the Legal Department, Tribal Council, and CSKT membership to find solutions to issues, mitigate complaints, and provide referrals in an efficient and collaborative manner.
- The incumbent may be required to present periodic presentations to Tribal Council or other Departments and speak to community groups to explain and interpret agency purposes, programs, and policies.
- Incumbent serves as a bridge to the community, explaining programs and building relationships with outside agencies to ensure no Tribal member falls through the gaps.
- The Department Head will plan, organize, and attend staff meetings and trainings as directed.
- Responsibilities include recruiting and hiring direct reports.
- The incumbent is responsible for revising organizational charts, position descriptions, performance evaluation standards, and policy manuals to improve efficiency and service delivery.
- Incumbent will establish and oversee administrative procedures to meet objectives set by Tribal Council through the Director of Member Services.
- Incumbent will ensure that every interaction, whether internal or external, is grounded in high-level customer service and professional conduct.

### **Financial Management and Planning**

- The incumbent will ensure compliance with CSKT budget directives, including developing budgets, work plans, accomplishments, and quarterly/annual reports for both internal and external purposes.
- Incumbent will develop internal systems of accountability to generate data that supports both funding obligations and CSKT Tribal government requirements utilizing tools to create a mindset of continuous improvement. Internal

systems will track outcomes, ensuring that data reflects the real-world progress and needs of the Tribal community.

- The Department Head is responsible for development and implementation of the 477 Plan, aligning employment and training opportunities with the goal of increasing earning potential and stability for families.

### **Aligning Department Goals with CSKT Priorities**

- The DHRD Department plays a significant role in meeting several of the Tribal Council priority resolutions and other priorities as directed.
- Incumbent supports Tribal Resolution #21-087 regarding homelessness through utilizing resources in the CSKT 477 plan and other Tribal resources where homelessness is referenced, and leading on efforts such as managing emergency and transitional shelter assets such as Anchor Way, the Warm Hearts Warming Center, Pablo Small Homes, and the Ronan Transitional Supportive Housing facility.
- Incumbent supports Tribal Resolution #21-094 regarding increased earnings opportunities through providing effective employment and training opportunities through efforts such as the management of the 477 services.

### **DHRD Department Head Supervision**

- Incumbent is responsible for effective performance and ensuring professional conduct of DHRD staff.
- Incumbent develops and implements policies for DHRD employees, including the development and necessary updates of manuals, handbooks, guidelines, and regulations.
- Department head oversees the efficient delivery of services through various divisions, including Quick Silver/Transit Division, Elderly Services, Social Services, DHRD Finance, and Community Support Division, and other initiatives under the purview of DHRD.
- Incumbent ensures a high level of customer service for all internal and external interactions.
- Department head develops and implements a periodic review process with outcome-based milestones aligned with Tribal Council priorities.

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

- **Education:** Bachelor's Degree in Social Work, Sociology, Business, Public Administration, Education or relevant field.
- **Experience:** \* Seven (7) years of successful diverse management experience.
  - Seven (7) years of CSKT Management experience required.
  - Five (5) years of relevant experience in Child Welfare or related Social Services.
  - Seven (7) years in policy development and administration.
  - Must possess a valid Montana Driver's License.
  - No DUI or substance-related convictions within the last ten (10) years.

### **DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request position description for a detailed description of desirable qualifications.

### **SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcript, certificates and licensure
3. Copy of valid driver's license.
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.

### **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

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

**FOR MORE INFORMATION:** Michelle Mitchell, Acting Executive Director Tribal Member Services – (406) 675-2700 Ext. #1342