

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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PABLO MT 59855  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Tribal Child Support Enforcement Program  
(TCSEP) Case Worker/Investigator  
(3 contract positions)

**LOCATION:** Department of Human Resource Development  
(DHRD) Community Support Division

**SALARY:** \$19.31 to \$22.20 per hour

**CLOSING DATE:** Tuesday, May 26, 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, or transferring from a non-safety sensitive position to a safety-sensitive position, must complete & pass a pre-hire drug screen and serve a mandatory six (6) month probationary period.***

The TCSEP Caseworker is a technical position. Incumbent will serve on the "front-line" of the child support enforcement effort. Incumbent will be assigned a caseload and will be responsible for the specific investigative needs of each case. This may include: location of missing parent(s), identifying their income and assets, establishment of legal parentage, establishment of child support orders, enforcement of child support orders, and modification of child support orders. Incumbent will work with complex, regularly changing, and often times ambiguous federal regulations, tribal code, state statutes, case law, and TCSEP policies. The TCSEP Caseworker will undertake various approaches and problem resolution procedures individual to each case.

**DUTIES INCLUDE:**

- Investigates and manages a large caseload containing extremely diverse and complex procedural and financial issues.
- Receives, processes, and evaluates applications and accompanying documentation for support enforcement services from participants, Tribal TANF, and other State and/or Tribal IV-D offices.
- Investigates, organizes, and evaluates information necessary to proceed with paternity actions, support establishment, and enforcement of child support orders.
- Maintain a HIGH level of confidentiality and security concerning case and individual information.
- Coordinate with the TCSEP Attorney on all legal actions of each case. In coordination with the TCSEP Attorney, mediates agreements between parties negotiating payment on arrears balances, prepares and processes legal documents to be presented to the TCSEP Attorney for review, which are then filed with the Tribal Court. In addition, the TCSEP Case worker researches and prepares cases for Child Support hearings in Tribal Court.
- Responds to both written and verbal requests from the public, attorneys, support enforcement agencies, and tribal officials about procedure, policies, and tribal code regarding paternity

establishment, support establishment, enforcement, and modification, utilizing the TCSEP child support guidelines.

- Researches and enforces appropriate complex policies and procedures, many of which are based on tribal statutes and federal regulations, which are constantly updated and/or changed.
- Informs obligor, obligee, attorneys, employers, and other agencies of applicable tribal and federal laws.
- Verifies location of individuals through extensive skip-trace activities to effectuate process of service and/or discover hidden sources of income and assets.
- Acts as an expert witness in court hearings involving child support actions and provides appropriate court testimony as required during judicial reviews.
- Researches and utilizes policies and procedures, Tribal Code, and federal regulations to gather the evidence necessary to support TCSEP's position in judicial legal proceeding
- Develops knowledge of relevant agencies' computer systems to access information through interfaces and direct access requiring high-level security clearance, while maintaining strict confidentiality requirements.

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

- A Bachelor's degree in Accounting, Business Administration, Sociology, Criminal Justice, Political Science, or related fields OR 4 years of experience in working with the Public and low income individuals.
- Minimum of 3 years of experience in implementing Federal Regulations and Program Policy.
- At least 4 or more years of computer operations.
- No felony convictions within the past five (5) years.
- No misdemeanor convictions in the past year except minor traffic.
- Must possess a valid Montana driver's license for the duration of employment.
- Must not have had a misdemeanor conviction involving child abuse, a sexual offence, assault with a weapon, domestic abuse or violent crime against a person within the past five (5) years.
- Must not have had any record or history of drug abuse within the past five (5) years.
- Must not be subject to a current investigation involving criminal activities, no open CPS referrals with Tribal Social Services Department (TSSD) and no pending indictments.

 **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.
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@cskt.org](mailto:personnel@cskt.org). **FOR MORE INFORMATION:** Contact Hank Conko-Camel, Tribal Child Support Program Manager @ 406.675.2700, Ext. 1284.