

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
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******VACANCY ANNOUNCEMENT******

TITLE: Family Advocate—One or more positions available
LOCATION: Early Childhood Services
SALARY: \$16.64 - \$19.13 per hour plus benefits, may be employed under contract
CLOSING DATE: Monday, September 14, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

The Family Advocate provides and/or coordinates services and activities with Early Childhood Services families acting as a liaison between families, staff members, community members and service providers; works in a partnership with parents to support positive growth and document family goals and progress; obtains needed information and resources that affect/support families; and engages in community and family activities.

GENERAL DUTIES AND RESPONSIBILITIES:

Works with ECS families

- Develops and maintains a positive, professional relationship with families through participation in a minimum of 3 home visits annually, parent meetings, and special events or community gatherings.
- Works in partnership with parents and families to support positive growth in a strength-based, family-directed manner.
- Helps each assigned family complete the Family Partnership Plan Survey.
- Is responsible for gathering from families the necessary information to complete the appropriate section of the annual Program Information Report (PIR).

Works with ECS center staff

- Participates in assigned centers' Registration Days and in Child Find activities.
- Assists in administering child developmental screenings using tools such as the Denver Developmental Screening test, Ages and Stages, DIAL4, etc.
- Participates in assigned centers' Family Orientation Meetings.
- Participates in each monthly Center Parent Meeting giving a presentation every other month.
- Is active with children in assigned centers on a weekly basis.
- Meets bi-weekly with center staff to share information about children/families and intervention strategies being applied.

Works as member of ECS Team

- Greets and introduces self to all visitors and guests in a friendly and positive manner.

- Communicates Early Childhood Services goals and philosophies to parents, families, and community members.
- Assists the ERSEA/Childcare Coordinator and Family Engagement Coordinator in implementing strategies to recruit and enroll eligible children and families into the ECS programs.
- Models for staff, parents, and children a positive and professional attitude by avoiding conversations involving criticism of others and by keeping personal problems out of the workplace and relating activities.
- Collaborates and interacts effectively with families, parents, service providers, and others maintaining a respectful, sincere, nonjudgmental attitude towards people with varying backgrounds and ethnicity. Sets aside personal values/beliefs, as necessary, to advocate for rights of families and children.

Works with the community-at-large

- Participates in case management meetings within Early Childhood Services programs and with community and Tribal agencies, and acts as the case manager for specific ECS families.
- Maintains contact with representatives of other agencies and develops partnerships with community services. Exchanges and updates information on resources and services available to facilitate the delivery of services to families.
- Secures information such as medical, psychological and environmental factors that might affect families; shares this information, resources, and intervention strategies with families.

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

- Bachelor's Degree or Associate's Degree in Human Services, Early Childhood Education, Human Development, or another related field.
- Two (2) years of experience working with families coordinating services.
- One (1) year experience performing case management functions. (preferred)
- Knowledge of community resources and skills to link families with appropriate agencies and staff.
- Current Montana Driver's License.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for a detailed description of job duties and desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, 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 Carrie Antoine at ECS (406) 675-2700 Ext. #5506