

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: cskt.org/personnel
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Resident Safety and Support Officer
(To be filled on a Temporary Employment Agreement initially)

LOCATION: Department of Human Resource Development—Pablo, MT

SALARY: \$18.80 to \$21.61 per hour

CLOSING DATE: Monday, August 31, 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. A favorable determination resulting from a complete Background Investigation is required before your placement in this position. ***The successful applicant, if not already employed by the Tribes, must pass a pre-hire drug test and serve a mandatory six (6) month probationary period.***

The Transitional Supportive Housing (TSH) program provides a safe, structured, and culturally responsive environment for families engaged in the Social Services reunification process. The Resident Safety & Support Officer plays a critical role in maintaining a stable, supportive, and family-centered environment that promotes healing, accountability, and progress toward reunification and independent living.

DUTIES:

- Greets everyone that enters the facility, answers incoming calls, and takes accurate messages.
- May draft general communications regarding facility rules or signage to be placed on a bulletin board or provided to residents.
- May be asked to draft basic communication to assist other professionals.
- Conduct routine safety and wellness checks of common areas, hallways, and facility grounds.
- Monitor entry and exit points to support family safety, visitor authorization, and program expectations.
- Document daily activities, family interactions of concern, safety issues, and any incidents in detailed written logs.
- Support staff during supervised visitation, family routines, and case plan-related activities when requested.
- Respond to conflict or escalating behavior using trauma-informed de-escalation strategies.
- Notify Social Services or law enforcement as required by policy when safety concerns arise.
- Assist families in understanding program expectations, program rules, and safety guidelines.

- Model positive communication, professionalism, and respectful interaction for families experiencing stress or transition.
- Participate in emergency response procedures, including fire drills, missing persons alerts, and crisis situations.
- Maintain camera or alarm surveillance awareness (if applicable) and report irregular activity.
- Complete required trainings (CPR/First Aid, de-escalation, active threat, trauma-informed care, etc.).
- Position is required to sign a confidentiality agreement on an annual basis and uphold strict confidentiality and professional boundaries at all times.
- 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.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- A Minimum two (2) years of experience in security, residential services, social services, behavioral health, or related work involving conflict resolution and safety.
- Must be 18 years of age or older.
- Must pass background investigation.
- No felony convictions within the past five (5) years.
- No misdemeanor convictions in the past year, other than minor traffic.
- Must possess a valid Montana driver's license.
- No history of child abuse, sexual offenses, domestic violence, weapons offenses, or violent crimes within the past five (5) years.
- No recent (five-year) history of drug abuse, DUI, or reckless driving.
- Must not be under current criminal investigation or have open CPS referrals with TSSD.
- Must not have resigned from law enforcement/security work under threat of disciplinary action in the past two (2) years.
- Must have working computer knowledge, and average writing skills.
- Possesses strong organizational skills and ability to manage priorities effectively.
- Strong teamwork and collaboration skills.
- Must be reliable, self-motivated, and able to work independently during assigned shifts.
- Must possess a positive attitude and commitment to support family safety and reunification.

SUBMIT:

1. Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of a current, valid Driver's License.
4. Proof of enrollment in a federally recognized Tribe.
5. If you claimed Veteran's preference, a copy of the DD214 Form 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, PO Box 278, Pablo, MT 59855, Telephone (406) 675-2700 Ext. 1040 or Email personnel@cslt.org or Fax (406) 226-2562. **FOR MORE INFORMATION:** Contact: Dana Liberty- Social Services Division Director 406-675-2700 Ext. #1699.