

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
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******VACANCY ANNOUNCEMENT******

TITLE: Children & Family Services Program Manager—one contract position

LOCATION: Department of Human Resource Development—Social Services Division

SALARY: \$27.12 to \$31.17 per hour

CLOSING DATE: Monday, October 5, 2026, at 5:30 p.m.

The Program Manager supervises and oversees the daily activities of the Foster Care (FC) Licensing, Home Visiting, and Second Circle Lodge. This incumbent will be responsible for managing workflow, monitoring workers' productivity, evaluating, coaching, providing positive and constructive feedback, training new employees and completing reports. Gives regular updates to immediate supervisor. Incumbent adheres to DHRD management, policies, including tribal and federal policies/regulations. The incumbent is responsible for providing supervision, budget management and educating staff on any changes to DHRD policies, and tribal/federal policy/guidelines, for each program.

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 prior to 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.

Duties:

- Incumbent demonstrates sound judgement in management, priorities and multi-tasks between the programs as needed; delegates duties, conducting staff meetings and providing reflective supervision to, FC Licensors, Home Visiting Specialists and Lead Residential Youth Care Worker.
- On a monthly basis meets with supervisor and the Finance and Grants Division Director regarding budgets.
- Possesses specialized knowledge of the child welfare system as well as knowledge in ICWA.
- Must adhere to a variety of regulations including but not limited to the following: 66 BIA Manual; Title IV-E, Adoption and Safe Families Act (ASFA), Indian Child Welfare Act (ICWA), Tribal Children's Legal Code, Tribal Social Services Manual, practice and adhere to federal and Tribal regulations of licensing foster parents.
- Provide care coordination case management services, child protection services and child welfare prevention and coordination.
- Expected to be able to work independently with minimal supervision and independence in planning, prioritizing and organizing their workload and schedule, as well as providing direction, guidance and assistance to the Licensing program, Home Visiting Specialists and Lead Residential Youth Care Worker.

- Incumbent will maintain (paper/electronic) current policies/procedure manuals; as needed will collaborate with the Division Director/Department Head, for revisions per policy/tribal code and/or law changes
- Remains current issues related to services for families, children and Tribes as well as Montana Statutes in relation to child abuse and neglect.
- Collaborate with the Lead Residential Youth worker in the interview process, including making sure employees receive guidance and understanding their position/expectations on an on-going basis.
- Monitors and evaluates employees' performance after initial 6 months and yearly evaluations.
- Other duties as assigned by supervisor.



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)

- Requires a Bachelor's Degree in Social Work, Psychology or related field.
- Must possess a valid Driver's License.
- Must possess above average written skills and effective verbal communication.
- Must have a working knowledge of CAPS/MFSIS Database System.
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- Position is a test designated position (TDP) under the terms and conditions of the CSKT drug testing program and implementing rules.
- This position must pass a background investigation in accordance with Public Law 101-630, 25 USC Section 3201 and Public Law 101-647, 42 USC Section 13031, 2006 Adam Walsh Child and Protection Safety Act, Preventing Sex Trafficking and Strengthening Families Act enacted on September 29th, 2014. Includes CPS and Driving Record Background Check.
- Must never have been convicted of/or pled guilty to a crime of domestic violence, children abuse, sexual offences or crime of violence (Felony).
- Must not have resigned to avoid disciplinary action or have been dismissed from employment within the past three (3) years.
- Must possess a valid Driver's License.
- This position is a mandatory reporter of child abuse and neglect.
- Will maintain and participate in other duties as assigned.

APPLICATION DOCUMENTATION:

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.
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SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo, MT 59855, Telephone (406) 675-2700 Ext. 1040 or Email personnel@cskt.org or Fax (406) 226-2562. **FOR MORE INFORMATION:** Contact: Dana Liberty-Morales, Social Services Division Manager 675-2700 Ext. 1699.