

**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: Foster Care Worker—Contract position

LOCATION: Department of Human Resource Development—Pablo, MT

SALARY: \$24.02 to \$27.61 per hour

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

Incumbent serves as a Foster Care (FC) Social Worker and will provide case management services for children and families including; child placements in the order as defined by the Social Services Manual and maintenance of children in foster homes and/or institution care, whichever is determined the most compatible and in the best interest of each particular child/sibling group being placed in care. The incumbent will develop permanency plans and is responsible for permanency planning for reunification with a fit parent/guardian, a guardianship or customary adoption within policy timelines. Incumbents will work with guardianship/customary adoption placements in efforts to stabilize guardianship placements when issues arise that jeopardize thus placement.

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.**

Duties:

- Incumbent will complete documentation and ensure necessary case file documentation is in the child's file including all required documents as required by IV-E regulation such as reports to court, court orders with wording as mandated by IV-E funding regulations.
- Ensures completeness of assigned foster children's files and obtains documentation from schools, therapists, medical providers, parents and other agencies as necessary.
- Maintains shot records, medications as prescribed, school records, social security cards, birth certificates, eye and dental records, medical records, picture ID's, foster care placement record and case notes.
- Case notes describe all information regarding each parent/family member and child as well as all activities performed. Incumbent will provide referrals to programs for youth in care including Montana Transitional Living.
- Responsible for providing accessibility to tribal culture and historical background activities for children in care.

- Incumbent is responsible for transportation of parents/family members, children in and out-of-state as required for necessary services.
- Position requires much flexibility in work schedule and is dependent on required needs of the children and families; at times may require evenings and/or weekend transportation due to emergency treatment needs of children in care, visitation schedule and other supportive services required for service delivery.
- Incumbent is required to complete home visits as outlined in the Social Services Manual and as required for state compliance with each placement for all children on caseload and assure all necessary paperwork is provided to support staff for input into the Montana CAPS Database System.
- 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)

- Position requires a bachelor's degree in social work, Human Services, Psychology, Sociology or related field or an equivalent of 4 years of experience working with vulnerable populations or a combination of work experience with vulnerable populations and college level courses in the above fields equaling 4 years.
- Experience with computer skills, scanner and other office equipment, MS Word, Excel and Adobe Acrobat as well as strong writing skills is preferred.
- This position is a testing designated position (TDP) under the terms and conditions of the CSKT drug-testing program and implementing rules. Employees will be subject to random (drug/alcohol) testing.
- This position is subject to a background check in accordance with Public Law 101-630, 25USC Section 3201 and Public Law 101-647, 42USC Section 13031.
- Must have never been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence.
- Must never have a CPS substantiation of child abuse/neglect.
- Must possess a valid Montana Driver's license.
- Position is a mandatory reporter of child abuse/neglect.

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: Wade Burland- Foster Care Program Manager 675-2700 Ext. 1621.