

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****VACANCY ANNOUNCEMENT*****

TITLE: Homelessness Task Force Coordinator

LOCATION: Tribal Administration—Pablo, MT

SALARY: \$36.48 to \$41.93 per hour, plus benefits
May be employed under contract

CLOSING DATE: Monday, October 19, 2026 at 5:30 p.m. MST

SPECIAL CONDITIONS:

This position is not a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing Policy. The successful applicant, if not already employed by the Tribes must pass a pre-hire drug test. A background check is required to determine suitability to the position.

- This position is not a front facing service provider. The position oversees a task force and works to implement a Homelessness Strategic Plan which was adopted by the CSKT Tribes in August 2026.
- The strategic plan has established goals, activities and timelines which must be met to facilitate improved services to homeless relatives and to those who reside in substandard housing and are at risk of being homeless.
- The homelessness strategic plan compliments and focuses the Tribal Council resolution #21-087 to eradicate homelessness. The strategic plan development was a step towards dedicating resources and directing action.
- The Homelessness Task Force is in place – consisting of CSKT and external parties and the majority of the members participated in the development of the plan in June 2026.

General Description of Work:

The duties of this position will include but not be limited to the following:

- Incumbent will review the CSKT Homelessness Strategic Plan dated August 2026 and convene the work groups required to accomplish strategic plan activities and timelines.
- The incumbent will develop a strategic plan reporting tool to track the goals and action steps ensuring the reporting tool meets the needs of the executive leadership team (plan goal #2 development of a homelessness communication strategy). NOTE: The involvement of the leadership team is consistent with the overall goal of Tribal wide government involvement with eradicating homelessness. This goal is to break the silo's and ensure all Tribal staff are working in cooperation with service goals.
- For those goals and activities which complement the activities of the CSKT TIWAHE plan, the incumbent will perform a leadership and or supportive role as determined/directed by the Member Services Executive.
- The employee will be asked to work on facility and infrastructure issues for Member Services as new and expanded services for homeless and at risk of homelessness are identified.
- Continue to identify data and assess data from existing secondary data sources to illuminate and educate about the homeless situation on the reservation including addiction, health issues, job readiness and training and affordable housing availability.

- Create partnerships to eliminate and address issues that impact homelessness. Gather data from successful models that are working for Indian Tribes who are in a similar situation.
- Work with CSKT Disaster Services to ensure the CSKT Disaster Plan considers homelessness as a population to be served and planned for within the larger disaster plan.
- Explore additional housing options for supportive housing, sober living and other homelessness situations and solutions that may arise.
- Be prepared to provide regular reports to the Tribal Council as directed by Member Services, Tribal Executives with guidance from the Homelessness Task Force.
- Following **year 1**, the incumbent will concentrate on the **CSKT Strategic Plan - Potential Phase Two Direction** for service coordination and housing pathways – approximately two to five years. In order to implement phase two direction, the incumbent will convene the Homelessness Task Force to develop a Phase Two work plan (April – June 2027).
- Evaluate adequacy of supportive services for the homeless and at risk of being homeless which includes mental health, social services, housing waiting lists, employment supports, home repairs, job training, etc.;
- Other administrative and developmental duties to include identification of new resources and or changing resource design;

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Coordinator must have a minimum of a Bachelor's degree with a strong knowledge of local community strengths and barriers **AND** a minimum of 7 or more successful years of experience demonstrating strong program development, coordination and leadership.
- Qualifying experience must be in an evidence based social and or mental health area or other supportive services field; Incumbent must demonstrate an ability to lead and motivate others, coordinate thoughts, ideas and implement planning of others. Incumbent must have direct experience leading a diverse group through a planning process achieving action and changed outcomes.
- Incumbent must have documented experience applying for, carrying out, and reporting on grants.
- Coordinator must have experience working in a Tribal community and demonstrate knowledge of the factors contributing to homelessness and the social challenges associated with poverty, mental illness, addiction, and other challenges in guiding individual to independent and stable shelter and self-sufficient lives.
- Ability to concentrate on complex tasks to identify critical steps and milestones to monitor progress with established CSKT strategic plan goals. Ability and skill in documenting progress and barriers to success in a legible, solution-oriented manner so the record of decision making is clear and transparent.
- Compassion for the population and ability to see and create opportunities to improve services and outcomes for the target population.

Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant degree/academic transcripts, training certificates, and licensure.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org

FOR MORE INFORMATION: Contact Michelle Mitchell at 406-675-2700 ext. 1342