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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****V A C A N C Y A N N O U N C E M E N T****

TITLE: Child Protection Specialist (One or more contract positions)

LOCATION: Department of Human Resource Development—Social Services Division

SALARY: $20.75 to $23.85 per hour

CLOSING DATE: Monday, November 16, 2026, at 5:30 p.m.

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 completed 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.***

Incumbent serves as a Child Protection Specialist 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.

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 IDs, foster care placement records, and case notes. Case notes describe all information in regard to each parent/family member and child, as well as all activities performed.
- The incumbent is responsible for reading each Foster Parent Monthly Report and signing it to reflect the correctness of the information submitted.
- 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 the 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 ensure all necessary paperwork is provided to support staff for input into the 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 equivalent of 4 years of experience in case management services for vulnerable populations.
- 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.
- Must pass a background investigation if hired, subject to a background check in accordance with Public Law 101-630, 25USC Section 3201, and Public Law 101-647, 42 USC Section 1331.
- Must never have had a CPS substantiation nor been convicted of or pleaded guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense, or crime of violence.
- Must not have any involvement with a child or social service protection agency as a perpetrator, no alcohol, drug abuse or domestic violence charges within the past five years.
- Must not have resigned to avoid disciplinary action or have been dismissed from employment within the past 3 years.
- Must possess a valid Montana Driver's License.
- Position is required to sign a confidentiality agreement at least on an annual basis and to observe and uphold professional levels of communication protocols.
- Will participate in on-call duties on a rotating schedule and maintain and participate in other duties as assigned.
- The Position is a mandatory reporter of child abuse/neglect.

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@cskt.org or Fax (406) 226-2562. **FOR MORE INFORMATION:** Contact: Dana Liberty-Morales- Social Services Division Director @ 675-2700 Ext. #1699.