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

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

TITLE: Foster Care Licensor (One contract position)

LOCATION: Department of Human Resource Development—Social Services Division

SALARY: $20.00 to $22.99 per hour

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

Incumbent serves as a Foster Care Licensor for the CSKT DHRD - Tribal Social Services Division of the Flathead Reservation. This incumbent is indirectly responsible for the placement and maintenance of children in foster care homes by assuring the best placement is in the best interest of each child being placed in care. The worker must adhere to the 66 BIA Manual, Title IV-E Requirements, ICWA, Tribal Children's Legal Code, The Confederated Salish & Kootenai Tribes Regulations for Licensing Foster Homes, Interstate Compact Agreement guidelines and the Montana State Statute and Legal System which affects Tribal Child Welfare Services.

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:

- The Incumbent provides professional casework services to individuals and families who provide foster home placements along with background checks for DHRD as well as other Departments as needed. The incumbent is responsible for making sure Foster Parents have a copy of the Foster Parent Licensing Standards, have signed a Foster Parent Agreement, submitted all required documents to obtain and maintain their licenses which includes required annual hours of training.
- Incumbent is responsible for meeting with their direct supervisor to update the status of Foster Home licensing as required in the PS-MAPP Partnering for Safety and Permanency Model Approach to Partnership in Parenting in the Licensing Process for Foster Parent Home Study/Licensing, and Guardianship Homes. Once all documents are completed, Licensor's recommendations are in home studies, references, health forms, local/state and national background checks, driver's licenses and Foster Parent Agreements are in the file and scanned into doc gen as required. Incumbent must submit to the immediate supervisor or Social Services Division Manager all written Home Studies for approval prior to submitting to Department Head for final approval.

- Incumbent participates in weekly staffing and consults with other staff in monitoring foster care homes and any problems therein. Incumbent applies methods of help that examine personal, social, economic, health, etc. and any reasons for the family distress which interferes with foster home placements. This worker also is required to investigate any child abuse and neglect allocation in regard to foster children placed in the home.
- Provide advice, guidance, and counseling to help families and individuals to take advantage of federal, tribal, state and local programs addressing physical and emotional needs of kids placed in care. Serves as a resource for families and kids in care and makes appropriate referrals.

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)

- This position requires a bachelor's degree in social work, Human Services, Psychology or related field with four (4) years' working experience with children/youth, at risk families, CPS, Foster Care or Early Childhood Service. To maintain this position any incoming incumbent must acquire the required Degree within two years or hiring date.
- Position is a test designated position (TDP) under the terms and condition of the CSKT Drug Testing Program and implementing rules.
- Position must pass suitability and character reference check and finger printing as required by the Indian Child and Family Violence Protection Act –PL 101-630.
- Position is required to sign a confidentiality agreement on at least an annual basis and to observe and uphold professional levels of communication protocols.
- Will maintain and participate in other duties as assigned.
- This position is subject to a background check in accordance with Public Law 101-630, 25 USC Section 3201 and Public Law 101-647, 42 USC Section 13031. The background check also includes child protection service checks and driving record checks.
- This position is a mandatory reporter of child abuse and neglect situations.

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.

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.