

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

TITLE: Juvenile Probation Officer (Full-time position)

LOCATION: Adult/Juvenile Probation—Pablo, MT

SALARY: \$21.57 to \$24.79 per hour

CLOSING DATE: Monday, October 26, 2026 at 5:30 p.m. (MST)

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 currently employed by the Tribes, must complete & pass a pre-hire drug screen and serve mandatory six (6) month probationary period.***

The following duties are representative of the duties of the position when fully functioning. They are not intended to represent the entire functional capacity of the position at the task level:

- Must document supervision and the case management of youth placed on formal probation by the Tribal Court and work closely with Youth Court I.
- Creates and enforces a case plan utilizing balanced and restorative justice approaches and utilizes an established Risk Assessment to assist in determining the level of supervision and risk to the community.
- Each Officer will maintain a list of active and pending cases.
- Make recommendations to judges based on a youth's risk for recidivism and needs.
- Meets with offender/parents and informs them as to probation regulations, obligations, and requirements, ensuring appropriate case documentation is completed appropriately and promptly; determines risk/supervision factors (minimum vs. maximum); provides guidance and direction to the offender and keeps the Court apprised to the degree of compliance with Order; and monitors parents/guardians for compliance with the Court order such as Drug/Alcohol Counseling, Family Counseling, Parenting Classes.
- Ascertains individual offender needs and matches those needs to the appropriate programs.
- Probation officers are required to have a basic understanding of the signs and symptoms of child abuse and/or health and safety concerns. Probation officers are mandatory reporters of suspected child abuse or any other activity that poses a risk to the community.
- Performs a wide variety of field projects to determine offender compliance with probation terms and conditions including, but not limited to, offender surveillance, offender home visits, and employment and school checks. Conducts legal searches involving those areas within the offender's control/possession as relates to conditions of probation. At times the searches are done with the assistance of law enforcement.
- Must be able to physically and mentally react quickly in the event of a disturbance or physical outbreak. Works daily with potentially volatile, hostile, intoxicated, or aggressive offenders often in an autonomous setting. At all times, one must remain aware of potentially harmful or lethal situations.

Utilize verbal and non-verbal de-escalation techniques. Must be able to mentally react quickly to offenders' needs during supervisory sessions. Demonstrate emotional stability and be able to cope with the physical and mental stress of the position. Must possess the ability to work effectively with troubled or distressed individuals in an authoritative, yet respectful manner.

- Court action including, but not limited to Probation Violation Hearings, Probation Review Hearings, warrant requests, Detention Hearings, and Child Protection Hearings.
- Participate in other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Proof of Bachelor's from an accredited college, preferred in Criminology, Social Work, or related fields; or Proof of Associate from an accredited college and two years' experience in Sociology, Criminal Justice, or related fields; or Minimum of five years' experience in one of the following fields, Social Work, Criminal Justice, or related fields. Needs to be flexible, creative, and assertive in addressing the complex issues of delinquent youth and their families. Required to respect the findings, views, and actions of colleagues and always conduct one-self professionally. Must be professional and perform under tension or strain.
- Experience in youth-related work is desired, but not mandatory. Training in Alcohol and Substance Abuse, Teen Suicide, and Child Abuse. Experience and/or Motivational Interviewing skills. Neglect, Crisis Intervention, Sexual Abuse, Juvenile Justice, and other related topics of working with this population of youth. MUST have no bias when supervising Youth. If there is no training or experience in the above, it will be expected that the Juvenile Officer will participate in such training as needed.
- Must be 21 years of age. No felony convictions ever.
- No misdemeanor convictions in the past year except minor traffic. Must possess a valid Driver's License and be insurable.
- Must never have had a conviction involving child abuse, a sex offense, assault with a weapon, or violent crime against a person.
- Must not have had any criminal record of habitual use of alcohol within the past three years. Must not have any criminal record or history of drug use/abuse within the past three years.
- Must not be the subject of a current investigation involving criminal activities including indictments. Must not have had three or more moving traffic violations in the past two years.
- Must not have a Driving while intoxicated or reckless driving conviction within the past three years. Must not have been dismissed or resigned from Law Enforcement of previous position due to threat of disciplinary action that would have resulted in termination of employment during the past three years. Must be POST-certified within 12 months of hire.
- Must be able to obtain a First Aid and CPR certification and other certifications as requested.
- Must successfully pass drug testing and random testing, especially if involved in an accident or injurious incident; may be subject to, but not limited to, a law enforcement criminal check, fingerprinting, credit check, and psychological evaluation. Respond on a 24-hour basis to request assistance/intervention as required by tribal code.

 **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.**

SUBMIT:

1. Tribal employment application.
1. Copy of relevant academic transcripts and training certificates.
2. Copy of a current, valid Driver's License.
3. Proof of enrollment in a federally recognized Tribe, if applicable.
4. If you claimed Veteran's preference, a copy of DD214 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, P.O. Box 278, Pablo, MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Letitia Kallowat, Director, at 406.675.2700, Ext. 1141.