

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
WEBSITE ADDRESS: csktribes.org
E-mail: shelley.grenier@cskt.org**

******VACANCY ANNOUNCEMENT******

TITLE: Child & Youth Trauma Services Case Manager
LOCATION: Department of Human Resource Development
SALARY: \$16.98 to \$19.74 per hour
CLOSING DATE: Thursday, May 31st, 2018 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is 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 and serve a mandatory six (6) month probationary period.

DUTIES:

- This incumbent needs to have the ability/skill to give families hope for problem resolution;
- Is responsible to meet with the Intervention Services Division Manager at least one time per week to update them of on-going case activities and review each individualized treatment plan;
- Develops an individualized treatment plan with parents/guardians that will engage them in a plan that meets their needs;
- Has the ability/skill to assist families in problem resolution and is able to communicate orally and in writing clearly and effectively to parents/guardians;
- Has the ability/skill to evaluate the parents/guardians progress toward treatment plan objective/goals and appropriately make changes as needed;
- Has the ability/skill to be able to decipher the family's ecosystem and determine services that are not being met through formal and informal systems;
- Provide and/or arrange transportation for parents/guardians that need rides to appointments;
- Knowledgeable of all programs available to parents/guardians in their communities to provide wrap around services;
- Determine parents/guardians eligibility for services such as SNAP benefits and Medicaid;
- Assist clients in completing paperwork to apply for assistance programs and insures that the parent/guardian makes contacts with the appropriate services and follows through with making and attending necessary appointments;
- Coordinate services provided to parents/guardians by their own or other organizations;
- Will monitor parents/guardians to ensure that services are provided appropriately;
- Maintain accurate and organized records of work performed with parents/guardians;
- Participates in weekly staffing and any other meetings deemed appropriate;
- Effectively communicate program expectations to program partners

- Responsible for processing confidential information and must maintain confidentiality at all times;
- Takes and transcribes minutes for meeting;
- Build, develop, and grow any relationships vital to the success of the program;
- May function as a liaison to internal/external agencies and share information to other, which may impact care and/or services of parents/guardians;
- Responsible for obtaining necessary documents i.e. release of information and any other pertinent information;
- Will assist CPS in completing CPI;
- Conduct UA's to parents/guardians;
- On occasion provide daycare services for parents/guardians;
- Other duties as assigned by the Department Head;

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Preferred Bachelor's Degree in Social Work, Psychology, Counseling with an emphasis in Chemical Dependency, or Health & Human Services with two (2) years relevant experience or Associates Degree in Social Work, Chemical Dependency Counseling, or Psychology with four (4) years relevant work experience.
- Must not have had a conviction of driving under the influence of substance or a per se within the last three (3) years.
- Must pass background investigation if hired. Must have never been convicted of or pled guilty to a crime of domestic violence, child abuse, sexual offense or crime of violence (felony).
- Must not have resigned to avoid disciplinary actions or have been dismissed from employment within the past (3) years.
- No involvement with any child or social service protection agency as a client, no alcohol or drug abuse charges or domestic violence charges within the past five (5) years mandatory
- Current Montana State Driver's License and liability insurance.
- Obtain necessary certification to conduct UA's to parents/guardians.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Copy of relevant academic transcripts and training certificates.
4. Copy of current valid driver's license and proof of liability insurance.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of 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: Tyshina Whitworth, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1043.

FOR MORE INFORMATION: Carmelita Matt, Intervention Services Division Manager @ 675-2700 Ext. #1234

CHILD & YOUTH TRAUMA SERVICES CASE MANAGER DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

The successful applicant is preferred to have a Bachelor's Degree in Social Work, Psychology, Counseling with an emphasis in Chemical Dependency, or Health & Human Services with two (2) years relevant experience or Associates Degree in Social Work, Chemical Dependency Counseling, or Psychology with four (4) years relevant work experience. Must not have had a conviction of driving under the influence of substance or a per se within the last three (3) years. Must pass background investigation if hired. Must have never been convicted of or pled guilty to a crime of domestic violence, child abuse, sexual offense or crime of violence (felony). Must not have resigned to avoid disciplinary actions or have been dismissed from employment with the past (3) years. No involvement with any child or social service protection agency as a client, no alcohol or drug abuse charges or domestic violence charges within the past five (5) years mandatory. A Current Montana State Driver's License and liability insurance. Obtain necessary certification to conduct UA's to parents/guardians. All applicants must submit a Tribal application, supplemental questionnaire for background investigations, copy of academic transcripts/training certificates, copy of current valid driver's license and proof of insurance, proof of enrollment in a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of DD214 must be submitted. **This is 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 and serve a mandatory six (6) months probationary period.** Salary is \$16.98 to \$19.74 per hour with benefits. To apply, contact Personnel at (406) 675-2700 Ext. 1043. Tribal applications are also available on-line at csktribes.org. Closing date will be Thursday, May 31st, 2018 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

- 1. May 17th, 2018**
- 2. May 24th, 2018**

PLEASE PUBLISH IN VALLEY JOURNAL CLASSIFIED ADS:

- 1. May 16th, 2018**
- 2. May 23rd, 2018**

**BILL TO: Department of Human Resource Development
P. O. BOX 278
PABLO, MT. 59855**

**If you have any questions, feel free to contact Shelley Grenier (406) 675-2700 Ext. #1042
FAX: (406) 675-2711 or E-Mail: shelley.grenier@cskt.org**