

**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: Families First Intervention Advocate

LOCATION: Department of Human Resource Development
Pablo, MT

SALARY: \$15.94 to \$18.47 per hour

CLOSING DATE: Thursday, August 1st, 2019 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 6 month probationary period.

The Families First Intervention Advocate position is a professional, technical, and skilled position with primary responsibility to provide specialized knowledge and skill, generally acquired through intensive academic preparation and knowledge gained through lengthy, extensive and increasingly responsible work.

DUTIES:

- Investigates all TANF referrals of child abuse/neglect using procedures and time lines as detailed in the Tribal Code, social Services manual, and DHRD policies and procedures including written instructions. Follows protocols for immediate investigation in the event of injury, life and limb, and as requested by the DHRD Division Manager or Department Head.
- Will work in a prevention mode to reduce out of home placements and to ensure children remain in their household/family. Involves the family in all levels of the decision making to ensure maximum family participation.
- Dependent upon the results of the CPI investigation, the worker will be required to develop a documented intervention plan with the parent to improve the situation in the home and to provide reasonable efforts, prior to any other action by DHRD Social Services. The parent will have input into the plan as well as the TANF case manager. Both caseworkers will sign the intervention plan which will become the work plan for TANF work hours and TANF requirements. A copy of the plan will be in both subwork units (CPS and TANF).
- Thus, the worker will be investigating TANF CPI situations and monitoring intervention agreements for TANF clients at the same time.
- Works directly with Indian families in helping them prevent and stop child maltreatment and learn new ways of relating to and being responsible for their actions and their resources. Works closely with the support of other DHRD professionals to recommend, establish and coordinate intervention support services for a family/adult. Works to prevent out of home placements and to reduce any out of home time for the child.
- Studies and analyzes information about the family or individual, the problems, available services and treatment strategies. All investigations and interventions have written reports and status reports written within 48 hours of intervention. All actions are entered into the CAPS system, as required, or if necessary. It is noted that the interventions will be monitored for 6 months for maximum positive affect.
- Worker will be responsible for developing and documenting weekly case notes. These notes will go into the (1) TANF files and (2) CPS file.

- May receive case assignments via a Central Intake system (CI) used by child investigators statewide. Cases coming in are reviewed by an MSW and the Division Manager to determine TANF eligibility for the program and then assigned to the intervention worker. Then the computer case is assigned per case "C" number and then tracked by the computer. Or case assignments may be made based on CPI referrals which may indicate a need for services. Intervention cases are monitored for a period of six (6) months and then closed cases are required to be submitted to the Division Manager or MSW for review as part of the closure process (internal administrative review).

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- ✓ Preferred Bachelor Degree in Social Work or Bachelor Degree in related fields, such as Sociology, Psychology, Human Services or Law Enforcement, and a minimum of (2) years working experience in the area of child welfare services, Tribal TANF, and/or addiction treatment, law enforcement, juvenile probation, etc.
- ✓ Or, an AA Degree in Human Services with three (3) years successful documented work experience in the field of Human Services, Child Welfare, Tribal TANF, Law Enforcement, Juvenile or Adult Probation, etc.
- ✓ Must pass background investigation if hired. Must have never been convicted of or pled guilty to a crime of domestic violence, child abuse, elder 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 three (3) years.
- ✓ Possess a Valid Montana Driver's License and maintain liability insurance.
- ✓ 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.

REQUEST A COPY OF COMPLETE POSITION DESCRIPTION FOR FULL DETAILS

SUBMIT:

1. Completed Tribal employment application.
2. Completed supplemental questionnaire for background investigations.
3. Certified copies of relevant academic transcripts and training certificates.
4. Current valid driver's license & proof of enrollment.
5. If claiming veteran's preference, a copy of DD214

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1043 or 1259.

FOR MORE INFORMATION:

Contact: Karen Renz, Grants Division Manager, at 406-675-2700, Ext. 6104

FAMILIES FIRST INTERVENTION ADVOCATE DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT

The successful applicant is preferred to have a Bachelor Degree in Social Work or Bachelor Degree in related fields, such as Sociology, Psychology, Human Services or Law Enforcement, and a minimum of (2) years working experience in the area of child welfare services, Tribal TANF, and/or addiction treatment, law enforcement, juvenile probation, etc. Or, an AA Degree in Human Services with three (3) years successful documented work experience in the field of Human Services, Child Welfare, Tribal TANF, Law Enforcement, Juvenile or Adult Probation, etc. Must pass background investigation if hired. Must have never been convicted of or pled guilty to a crime of domestic violence, child abuse, elder 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 three (3) years. Possess a Valid Montana Driver's License and maintain liability insurance. 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. 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, proof of enrollment 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 6 month probationary period.** Salary is \$15.94 to \$18.47 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, August 1st, 2019 at 5:30 p.m.

CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER

PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:

1. **July 18th, 2019**
2. **July 25th, 2019**

PLEASE PUBLISH IN VALLEY JOURNAL CLASSIFIED ADS:

3. **July 17th, 2019**
4. **July 24th, 2019**

**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**