

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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PABLO MT 59855  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Lead Residential Youth Care Worker  
(Contract position)

**LOCATION:** Department of Human Resource Development

**SALARY:** \$18.26 to \$20.99 per hour

**CLOSING DATE:** Thursday, May 9, 2024 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 for 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.**

**This position oversees all the daily activities of Second Circle Lodge (SCL) and is responsible for the daily scheduling of shifts for 5-6 Residential Youth Care Worker(s) as well as primary and secondary responsibility for the supervision of the daily activities of a maximum of 12 youth placed in Second Circle Lodge. Incumbent will provide support and high-quality direct care to young people who reside in residential care, ensuring their needs are met as outlined in their individual placement plans.**

**DUTIES:**

- Contribute to the development of a comprehensive education, living, social and recreational skills program, as per program guidelines.
- Support and act as a role model to young people; including being a mentor, enforcing rules and modeling positive behaviors.
- Assist youth with the development of skills to manage conflict with each other, healthy decision making and life planning through modeling and coaching.
- Supervise the youth to ensure the completion of their daily chore responsibilities.
- Provides supervision at scheduled group recreational events, cultural activities and is responsible for keeping youth together and within sight at all events. Will encourage participation and help develop social interaction.
- Immediately intervene when youth are involved in aggressive or inappropriate behavior according to SCL Program Policy and Procedures.
- Implement current practices in therapeutic interventions for adolescents in care with regard to trauma and attachment.
- Provide transportation to and from school, counseling appointments, medical appointments, dental appointments, etc. as needed.
- Provide education to youth to increase their skills in cooking, cleaning, doing own personal laundry, personal hygiene, studying, job seeking, and other areas as determined appropriate by the Second Circle Lodge Team and Social Worker.
- Will attend Montana Transitional Living (MTL) meetings if scheduled that day shift.

- Coordinate with the Montana Transitional Living Specialist, arranges monthly curriculum/training related to position such as weekly life skills/mentoring and talking circle when appropriate.
- When the MTL isn't hosting, the incumbent sets up youth talking circle with a qualified professional and/or local cultural expert.
- Meet with youth to review academic progress and arranges for tutoring when needed; attends IEP meetings with Social Worker; also has knowledge of local school system including organizing recreational sport activities and availability.
- Provide feedback to Second Circle Lodge Team, Social Worker and supervisor about needs of youth (i.e.: counseling, medical care, etc.).
- Responsible for daily administrative duties and give regular updates to the Social Services Division Manager.
- Maintain administrative and documentation requirements in accordance with SCL procedures.
- Responsible for participating in 30-day case reviews of youth in consultation with the Social Worker and youth to maintain IV-E requirements for licensing.
- Upon intake of youth, obtain relevant information from youth and social worker for intake paperwork.
- Must inventory all items a youth brings into the group home when checking in; will also inventory what items a youth is taking out of the group home when going on a visit and what they bring back into the group home when they return.

### **MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION):**

- A minimum of a High School Diploma or G.E.D.
- Three (3) years' work experience in a supervisory/management role.
- Will be required to obtain Naloxone General User/CPR/First Aid Certified within one year of hire date, as directed by supervisor
- Will be required to have training in crisis intervention, anger management, mediation, family group conferencing, conflict resolution, peer mediation or willingness to obtain these trainings within the first
- Position is a testing designated position (TDP) under the terms and conditions of the CSKT drug testing program and implementing rules.
- This position must pass a background investigation in accordance with Public Law 101-630, 25 USC
- Section 3201 and Public Law 101-647, 42 USC Section 1303 1, 2006 Adam Walsh Child and Protection Safety Act, Preventing Sex Trafficking and Strengthening Families Act enacted on September 29th, 2014.
- Includes CPS and Driving Record Background Check.
- Must never have been convicted of/or pled guilty to a crime of domestic violence, child abuse, sexual offences or crime of violence (Felony).
- Must not have resigned to avoid disciplinary action or have been dismissed from employment within the past three (3) years.
- Must possess a valid Driver's License
- This position is a mandatory reporter of child abuse and neglect.
- Will maintain and participate in other duties as assigned.

 **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.**

### **SUBMIT:**

1. **Tribal employment application.**
2. **Copy of relevant academic transcripts and/or training certificates.**
3. **Copy of "current" valid Driver's License.**
4. **Proof of enrollment from a federally recognized Tribe, if other than CSKT.**
5. **Copy of the DD214, if claiming veteran's preference.**

❖ **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

**SUBMIT ALL OF THE ABOVE TO:** Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040.

**FOR MORE INFORMATION:** Jason Heavyrunner, Children & Family Services Program Manager @ 406.675.2700, ext.1333.