

**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](http://csktribes.org)  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**

**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** CPS Support Staff  
One (1) or more Contract positions

**LOCATION:** Department of Human Resource Development  
Pablo, MT

**SALARY:** \$13.65 to \$15.69 per hour

**CLOSING DATE:** Thursday, June 6, 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 prior to 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 is an administrative, technical, and skilled position in Tribal Social Services with the primary function of providing administrative, technical, and support services for Child Protection Services (CPS) professional staff.

**DUTIES:**

- This incumbent serves as the CPS MFSIS Data System Worker and assists with CPS closures on MFSIS in a timely manner. This incumbent ensures children under TSS custody are assigned to correct social workers on CAPS/MFSIS and assigned to the correct foster care worker if/when the case is to be transferred. Maintains various address lists, both email and snail-mail, for various groups of stakeholders with the programs for information sharing purposes and able to produce mail-merge documents. Is responsible for making copies of documents to be distributed as directed by the CPS staff and/or all correspondence via fax, mail, scan and/or email.
- This incumbent is required to provide clerical filing support and develop and maintain individual CPS files in an appropriate manner. Tasks include, but are not limited to: inventorying files, creating file labels, copying and filing documents and informing supervisor of needed supplies. May be required to maintain a file inventory log for CPS program as needed or directed. Assists IV-E Eligibility Data and Records Specialist obtain CPS client identification and court documents for IV-E and Medicaid determination. Operate a variety of office equipment, i.e. computer, typewriter, calculator, copies, fax machine and scanner. Type correspondence as assigned, makes the CPS on-call schedule and Child Protection Team meeting notices and distributes them in a timely manner to board/committee members. Prepares the minutes for CPS Staffing and monthly CPT meeting. Reviews drug testing forms for accuracy prior to delivering to UPS daily.
- Assist receptionist with a variety of duties including child welfare inquiries. Assist with the referral process for families in need of chemical dependency and/or mental health assessments. Reviews monthly home visit log and maintain a log of homes that need monthly home visits. Maintains a log of families working Voluntary Protective Service Agreements and monitors deadlines. Receive Report to Courts from CPS Social Worker's and submits to Tribal Prosecutor's Office along with receipt of submittal. Completes various applications on behalf of children under TSS custody i.e. Medicaid, TANF, Childcare Block Grant and Child Development Center (CDC). Completes Placement Forms on behalf of children under TSS custody and submits to the TSS IV-E Unit. Assists with the transportation of CPS children. Makes copies of CPS referrals and distributes to assigned social workers.

Keeps log of CPS referrals for statistical purposes. Ensures direct relatives are notified of CPS removal within 30 days to meet federal requirement. Provide CPS background check information to Tribal Personnel and/or to other official entities as requested. Maintains strict confidentiality of all information. Collects completed Time Study forms from CPS staff as needed, copies, and submits to the Montana State DPHHS for salary reimbursement request preparation.

- Assists the Department Head and Social Services Division Manager with special projects and events as needed and as time permits.

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

- HS Diploma or GED and a minimum of three (3) years working experience in an office setting. Must have a minimum of three (3) years working with the public.
- Must be able to maintain confidentiality which includes client's situations as well as information in regard to staff and program operations. Position must sign a Confidentiality Agreement annually.
- Must not have any substantiated CPS referrals in the past five (5) years. This position is a testing designated position and a mandatory reporter of child abuse and neglect situations. This position is subject to a background check in accordance with Public Law 101-630, 25USC Section 3201 and Public Law 101-647, 42USC Section 13031. The background check also includes child protective service and driving record checks. Must have not have resigned within the last three years to avoid disciplinary action or been terminated from employment during the last three years
- Must possess a valid current Montana Driver's License. Able to travel and operate an automobile in all weather conditions.
- Must be willing to attend training/conferences as necessary for the position, such as, but not limited to CAPS/MFSIS Training and Title IV-E requirements.
- Must be willing to become certified in Fingerprints and DNA Testing.

 **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. Completed 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, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1040

### **FOR MORE INFORMATION:**

Contact: Christina Griffin, CPS Program Manager at 406-675-2700, Ext. 1398.