

**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: Elder Services Chore Worker

LOCATION: Department of Human Resource Development
Pablo, MT

SALARY: \$15.02 to \$17.27 per hour

CLOSING DATE: Monday, July 8, 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 incumbent works for Elder Service's Division to assist elders in their homes to help maintain their independence by...

DUTIES:

- Delivering commodities to elders when available.
- Cutting, sawing, splitting firewood & delivering cords of wood when needed and requested.
- Snow shoveling Elders sidewalks & porches and applying salt rock when needed.
- Lawn work in the Summer, Spring & Fall months for elders.
- Cleaning & removing trash out of yards.
- Delivering meat and medical supplies when an elder is not able to pick these items themselves.
- Assist elders with completing & submitting applications as needed for emergency services.
- Assist Senior Citizen centers by delivering meals to those isolated & immobile.
- Packing & storing supplies purchased for elders & delivering them as needed.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- High school diploma or received a GED or Hi-SET. College courses preferred.
- Knowledge of maintenance & repair methods used in maintaining households.
- Knowledge using all types of hand & power tools (lawn mowers, weed eaters, shovels, chainsaw, axe, and splitters)
- Knowledge of construction safety, contractor practices & procedures as well as handling a chainsaw correctly.
- This is a testing designated position within the definition of the CSKT Drug Testing Policy.
- Must have a current driver's license.
- You will be required to complete & pass a Background Investigation as well as a Pre-hire Drug Screen.

✚ 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: Shawn Matt, Executive Aid/Senior Centers Program Manager at 406-675-2700, Ext. 1317.