

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

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

**TITLE:** Foster Care Social Worker \$19.76 to \$22.88  
or depending on qualifications  
Foster Care Social Worker Trainee \$17.99 to \$20.83  
(Positions may be employed under a contract)  
(One or more positions)

**LOCATION:** Department of Human Resource Development

**CLOSING DATE:** Thursday, November 5<sup>th</sup>, 2020 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.**

**Foster Care Social Worker:** At the direction of the Foster Care Program Manager, incumbent will mail initial contact form letters to parents who are named in CPS referrals directing them to make contact with TSSD and their assigned worker and identifying their assigned social workers name and contact information.

- Investigate all referrals of child abuse/neglect using procedures and time lines as detailed in the Tribal Code, Social Services manual, and Social services policies and procedures including written instructions. Follows protocols for immediate investigation in the event of injury, life and limb, and as requested by the Lead Foster Care Worker and Department Head.
- Dependent upon the results of the CPS investigation, the worker may 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 removal or other action by Tribal Social Services Department.
- Thus, the worker may be investigating CPS issues and monitoring intervention agreements at the same time. The Department will do its best to spread the work considering caseload assignments at any time.
- Works directly with Indian families in helping them prevent and stop both child and adult maltreatment and learn new ways of relating to and being responsible for their actions and their resources. Works closely with the support of other Social Service professionals to recommend, establish and coordinate intervention support for a family/adult. Must review all Treatment Plans with the Division Manager.
- Studies and analyzes information about the family or individual, the problems, available services and treatment strategies. All investigations have written reports and status reports written within 48 hours or as the social service manual dictates. All actions are entered into the CAPS system, as required.
- Receives case assignments via a Central Intake system (CI) used by child investigators state wide. Cases coming in are reviewed by Division Manager, and then assigned to the worker. The computer case is assigned per case \*C" number and then tracked by the computer. Closed cases are required to be submitted to the CPS/FC Program Manager for review as part of the closure process (internal administrative review).

**Foster Care Social Worker Trainee:** At the direction of the Foster Care Program Manager and Division Manager, incumbent will mail initial contact form letters to parents who are named in CPS referrals directing them to make contact with TSSD and their assigned worker and identifying their assigned social worker's name and contact information.

- Investigate all referrals of child abuse/neglect using procedures and time lines as detailed in the Tribal Code, Social Services manual, and Social services policies and procedures including written instructions. Follows protocols for immediate investigation in the event of injury, life and limb, and as requested by the Foster Care Program Manager, Division Manager and Department Head.
- Dependent upon the results of the CPS investigation, the worker may 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 removal or other action by Tribal Social Services Department.
- Thus, the worker may be investigating CPS issues and monitoring intervention agreements at the same time. The Department will do its best to spread the work considering case load assignments at any time.
- Works directly with Indian families in helping them prevent and stop both child and adult maltreatment and learn new ways of relating to and being responsible for their actions and their resources. Works closely with the support of other Social Service professionals to recommend, establish and coordinate intervention support for a family/adult. Must review all Treatment Plans with the Foster Care Program Manager
- Studies and analyzes information about the family or individual, the problems, available services and treatment strategies. All investigations have written reports and status reports written within 48 hours or as the social service manual dictates. All actions are entered into the CAPS system, as required.

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

#### **Foster Care Social Worker:**

- This position requires a Bachelor's in Social Work, Human Services, Psychology or related field with six (6) months' work experience with children/youth, at risk families, CPS, Foster Care or Early Childhood Services.
- Must pass a background investigation if hired. Must have never been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence. Must not have any involvement with any child or social service protection agency as a client, no alcohol or drug abuse or domestic violence charges within the past five (5) years.
- Must not have resigned to avoid disciplinary actions or have dismissed from employment within the past three (3) years.
- Must possess a valid Montana Driver's license.
- Incumbent will be on-call with other staff on a rotating schedule.

#### **Foster Care Social Worker Trainee:**

- Requires Bachelor's degree in Social Work and/or Psychology, or currently attending college working towards obtaining BSW or BA in Psychology, with a minimum of (5-8 months actual work experience in the Child Welfare Service field).
- Must pass a background investigation if hired. Must have never been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence. Must not have any involvement with any child or social service protection agency as a client, no alcohol or drug abuse or domestic violence charges within the past five (5) years.
- Must not have resigned to avoid disciplinary' actions or have dismissed from employment within the past three (3) years.
- Must possess a valid Montana Driver's license.
- Incumbent will participate in on-call duties on a rotating schedule.

### **DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request a copy of the complete position description from the Personnel Department.

#### **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.

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

**FOR MORE INFORMATION:** Patricia Courchane, DHRD Department Head @ 675-2700 Ext. #1038

**FOSTER CARE SOCIAL WORKER/  
FOSTER CARE SOCIAL WORKER TRAINEE  
(POSITIONS MAY BE EMPLOYED UNDER A CONTRACT)  
-ONE OR MORE POSITIONS-  
DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT**

**Foster Care Social Worker:** A Bachelor's Degree in Social Work, Human Services, Psychology or related field with six (6) months' work experience with children/youth, at risk families CPS, Foster Care or Early Childhood Services. Must pass a background investigation if hired. Must have never been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence. Must not have any involvement with any child or social service protection agency as a client, no alcohol or drug abuse or domestic violence charges within the past five (5) years. Must not have resigned to avoid disciplinary actions or have dismissed from employment within the past three (3) years. Must possess a valid Montana Driver's license. Incumbent will be on-call with other staff on a rotating schedule. **Foster Care Social Worker Trainee:** Requires Bachelor's degree in Social Work and/or Psychology, or currently attending college working towards obtaining BSW or BA in Psychology, with a minimum of (5-8 months actual work experience in the Child Welfare Service field). Must pass a background investigation if hired. Must have never been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence. Must not have any involvement with any child or social service protection agency as a client, no alcohol or drug abuse or domestic violence charges within the past five (5) years. Must not have resigned to avoid disciplinary' actions or have dismissed from employment within the past three (3) years. Must possess a valid Montana Driver's license. Incumbent will participate in on-call duties on a rotating schedule. All applicants must submit a Tribal application, a supplemental questionnaire for background investigations, a copy of academic transcripts/training certificates, a copy of current valid driver's license and proof of insurance and a proof of enrollment in a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of the DD214 must be submitted. **These positions are Testing Designated Positions (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 ranges: Foster Care Social Worker is \$19.76 to \$22.88 per hour or depending on qualifications Foster Care Social Worker Trainee is \$17.99 to \$20.83 per hour. To apply, contact Personnel at (406) 675-2700 Ext. 1043. Tribal applications are also available on-line at [www.csktribes.org](http://www.csktribes.org). Closing date will be Thursday, November 5<sup>th</sup>, 2020 at 5:30 p.m.

**CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER**

---

**PLEASE PUBLISH IN CHAR-KOOSTA CLASSIFIED ADS:**

1. **Thursday, October 22<sup>nd</sup>, 2020**
2. **Thursday, October 29<sup>th</sup>, 2020**

**PLEASE PUBLISH IN VALLEY JOURNAL CLASSIFIED ADS:**

1. **Wednesday, October 21<sup>st</sup>, 2020**
2. **Wednesday, October 28<sup>th</sup>, 2020**

**BILL TO: Department of Human Resource Development  
Social Services- Account #2230  
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](mailto:shelley.grenier@cskt.org)**