

**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:** School Counselor

**LOCATION:** Two Eagle River School – Pablo, MT  
An alternative school serving Native American youth  
Grades 8<sup>th</sup> thru 12<sup>th</sup>

**SALARY:** DOE-according to pay scale

**CLOSING DATE:** Thursday, August 1<sup>st</sup>, 2019 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

**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 six (6) month probationary period.**

**DUTIES:**

1. Provide personal, academic, drug & alcohol and career/college guidance counseling.
2. Counsel in individual and/or group sessions.
3. Coordinate student testing.
4. Interpret/maintain transcript information.
5. Maintain career information system.
6. Act as liaison between school and other schools/agencies.

**MINIMUM QUALIFICATIONS:**

- Must possess Montana State certification in school counseling.
- Must pass drug test, background check, fingerprinting (no violence against children or other individuals, no sexual abuse against children).
- Must be willing to promote a program of drug and alcohol free education.
- Must be willing to be a team member of active staff and demonstrate cooperative behavior.
- Demonstrate excellent counseling theory and techniques.

**DESIRABLE QUALIFICATIONS:**

- Experience working with Native American youth.
- Knowledge of Native American culture and alternative school philosophy.

**SUBMIT:**

1. Completed Tribal employment application.
2. Supplemental questionnaire for background investigations.
3. Copies of relevant academic transcripts.
4. Copy of State certificate.
5. Three letters of reference.
6. Proof of enrollment from a federally recognized Tribe if other than CSKT.
7. If claiming veteran's preference, a copy of DD214 must be submitted.

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

**FOR MORE INFORMATION:** Contact: Rodney Bird, Superintendent @ 406-675-0292.

## **SCHOOL COUNSELOR TWO EAGLE RIVER SCHOOL**

The successful applicant must possess a Montana State certification in school counseling. Must pass drug test, background check, fingerprinting (no violence against children or other individuals, no sexual abuse against children). Must be willing to promote a program of drug and alcohol free education. Must be willing to be a team member of active staff and demonstrate cooperative behavior. Demonstrate excellent counseling theory and techniques. All applicants must submit a completed Tribal employment application, supplemental questionnaire for background investigations, copies of relevant academic transcripts, copy of the State certificate, three letters of reference, proof of enrollment and if claiming veteran's preference, a copy of the 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 six (6) month probationary period.** Salary is DOE-according to pay scale. To apply, contact Personnel at 406-675-2700 Ext. #1043 for an application. Tribal applications are also available online at [csktribes.org](http://csktribes.org). This position closes on Thursday, August 1<sup>st</sup>, 2019 @ 5:30 p.m.

### **CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER**

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**PLEASE PUBLISH IN THE CHAR-KOOSTA NEWS ON:**

- 1. Thursday, July 18<sup>th</sup>, 2019**
- 2. Thursday, July 25<sup>th</sup>, 2019**

**BILL TO: TWO EAGLE RIVER SCHOOL  
P.O. BOX 160  
PABLO, MT 59855**

**If you have any questions, feel free to contact Shelley Grenier @ 406-675-2700, Ext. 1042.  
E-mail: [shelley.grenier@cskt.org](mailto:shelley.grenier@cskt.org)**