

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
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*****VACANCY ANNOUNCEMENT*****

TITLE: CSKT PARTNERSHIP FOR SUCCESS PROGRAM MANAGER
(Contract position)

LOCATION: Tribal Education Department

SALARY: \$27.97 - \$32.15 per hour

CLOSING DATE: Thursday, March 21, 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 position is a five-year grant funded position. The Program Manager position is a cultural, professional, technical, and skilled position with primary responsibility to provide assistance in the organization and implementation of CSKT Partnership for Success in accordance with the Substance Abuse and Mental Health Administration grant. Incumbent will be responsible for grant compliance, outcome analysis; program coordination of staff and grant partners; plan and organize staff and partner professional development opportunities. Incumbent will facilitate parent/guardian, family and community involvement.

DUTIES INCLUDE:

- This incumbent will serve as the Program Manager for the CSKT Partnership for Success under the Tribal Education Department of the Flathead Reservation and will treat students, families, community members and Project partners with respect and dignity, and embrace the strength and beauty of the Ksanka, Séliš, and Q̓lispé Tribes.
- This Incumbent is responsible for planning and organizing grant activities with students, families, community members and project partners. Incumbent will be tasked with coordinating efforts to utilize tribal practices and lifeways as mental health interventions in three local public school districts.
- Incumbent will be required to keep the necessary documentation of project activities, statistics/data and progress. Incumbent will be required to report progress and outcomes to the Tribal Education Department Head, as well as make sure all grantee program obligations are being met regarding State, Federal and Tribal Reporting requirements.
- Incumbent is responsible for ensuring the effective management and coordination of activities conducted by the project partners which are cultural in nature. Incumbent will facilitate monthly meetings with project partners. The Program Manager will develop professional development plans, timelines, objectives, outcomes and milestones under the direction of the Department Head.
- Incumbent is responsible for project oversight, including ensuring that the CSKT Partnership for Success is meeting its stated goals, objectives and timelines and ensuring that all data, progress and financial reporting is being completed in a timely manner. Incumbent will conduct outreach to all project partners, students, families and community members as well as compiling data needed to complete all progress and data reports. Incumbent will develop and maintain positive and productive relationships with members of the community relevant to the project's work. Incumbent will provide input into future planning, and/or regular program review. Incumbent will

maintain accurate and current documentation of group participation and progress. Incumbent will assist with project promotion, including publications, social media updates and local service announcements. Incumbent must represent the Confederated Salish and Kootenai Tribes with professionalism in public relations areas. Incumbent will be responsible for completing Tribal and Federal Report requirements with set timelines.

In addition, incumbent will:

- Maintain organized and accurate records on all work performed. Document all information in regard to each client and partner as well as all activities performed. Records are kept weekly in a database and available to supervisor upon request.
- Complete all required paperwork to ensure appropriate funding requirements are met.
- Incumbent will positively participate in professional development as required to maintain professionalism and gain new skills.
- Incumbent will participate in weekly planning meetings with the Department Head to discuss issues, concerns and project progress.
- Will be required to maintain regular office hours and submit reports and account for time on a daily basis. Will be required to review, analyze and summarize data in a weekly report to all project partners.
- Make sure travel authorizations are signed for workers supervised prior to traveling off reservation in the line of duty.
- Attend monthly meetings in regard to Grant Programs supervised. As well must attend mandatory grantee meetings/conference and present required data as expected and determined in each individual grant.
- Ensure grant objectives are being completed within the approved timeline established in the grant. Incumbent must monitor funding and stay within approved budgets. Complete all required budgets/financial report on a monthly, quarterly, and year end basis. Must submit 10 working days prior to federal deadline date established by TED Department Head. Attend required trainings and conferences as scheduled in regard to grants supervised.
- Assist and participate in other duties as assigned and on an as needed basis as directed by the Department Head.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION):

- Letter of recommendation for the position by Ksanka Culture Committee or Séliš-Qłispé Culture Committee Director.
- Strong knowledge of Ksanka, Séliš, or Qłispé culture, history, language, and traditions.
- Positive working relationship with tribal elders of the of Ksanka, Séliš, or Qłispé.
- Familiarity with spoken and written Ksanka, or Séliš-Qłispé language.
- Minimum B.A. degree in relevant field (Elementary Education, Secondary Education, Native American Studies/History/Anthropology (with focus on Séliš-Qłispé and Ksanka) or equivalent training and experience. Candidates possessing higher degrees (M.A., Ph.D.) are encouraged to apply.
- At least one-year experience in data management, program management, and budget management.
- Must pass background investigation if hired. Must have never been convicted of or pled guilty to a crime of domestic violence, child abuse, elder abuse, sexual offense or crime of violence.
- Must not have resigned to avoid disciplinary actions or have been dismissed from employment within the past three (3) years.
- Possess a Valid Montana Driver's License and maintain liability insurance.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- 🚩 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 training certificates.
3. Copy of current valid driver's license and proof of liability insurance.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, submit a copy of your DD214.

❖ **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. #1259/1040.

FOR MORE INFORMATION: Michelle Mitchell, Education Department Head (406) 675-2700 Ext. #1342