

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail cory.clairmont@cskt.org**

*** * * V A C A N C Y A N N O U N C E M E N T * * ***

TITLE: Reentry Case Manager – Contract Position

LOCATION: Tribal Defenders Department
Pablo, MT.

SALARY: \$23.44 to 26.95 per hour

CLOSING DATE: Thursday, May 9, 2024 at 5:30 p.m.

SPECIAL CONDITIONS:

This is not 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.**

This is position is a full time, contracted, grant funded position.

This position is responsible for planning and implementing case management plans for tribal members returning to the reservation from tribal jail, county jails, and the Montana Department of Corrections.

Planning:

- Communicates with Tribal Defenders Staff, FRRP partners, Tribal Police and stakeholders to assess the continuing progress of service delivery.
- Coordinates with the Holistic Programing Director to develop a method of data collection and program evaluation.
- Assists the Holistic Programing Director in reporting to the grant-funding agency as required.
- Coordinates with the Holistic Programing Director to facilitate access to housing, vocational rehabilitation and employment by educating and collaborating with tribal and local agencies and employers.

Case Management:

- As assigned by the Lead Case Manager, performs needs assessments of individuals referred to the FRRP to determine their medical, psychological, financial, housing, vocational, cultural and social needs.
- Counsels and communicates with individuals in order to engage them in a plan that meets their needs and improves their life outcomes.
- Assesses what services and resources are available to FRRP clients and refers them to services in a way that provides seamless access.

- Insures that FRRP clients have made the necessary contacts with services and have the resources to follow through.
- Communicates with the Lead Case Manager, assigned attorneys or advocates, and other professionals within the Defenders Office regarding case plans and to insure client centered services are a priority from the time a client is accused to sentencing, and post sentencing support.
- Communicates with mental health practitioners, including the Defenders' clinical psychology trainee, to arrange psychological assessment and treatment. The Case Manager will insure the client understands and signs proper releases.
- Maintains client records and documentation in an organized and concise manner. Defenders staff maintain files on case management software, the goal is a paperless office.
- Other duties as assigned.

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

- A minimum education of a Bachelor's Degree.
- Knowledge of the social and cultural needs and lifestyles of the Reservation community. This includes the ability to work with and gain the trust and understanding of your clients and their families. It also includes knowledge of the concept of historical trauma.
- Strong organization skills, including the ability to prioritize, and manage job duties in a demanding, fast-paced atmosphere.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Demonstrated skill in oral and written communication.
- Basic computer skills, including Word and use of the internet.
- Strong organizational skills, including the ability to prioritize, and manage job duties in a public defender atmosphere.
- Ability to read and interpret complex written materials such as social service reports, medical reports, police reports, psychological evaluations and legal pleadings.
- Ability to be innovative and creative in dealing with unexpected problems and developing a service plan. This includes the ability to apply knowledge of clients, their families and their culture in a useful and positive manner. Services to your clients is only as limited as your imagination.

****Request position description for a detailed description of desirable qualifications****

SUBMIT:

1. Completed Tribal employment application (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Copies of relevant academic transcripts and training certifications.
3. Copy of valid driver's license and proof of insurance.
4. If you are claiming Veteran's Preference, a copy of the DD214 must be submitted with the application.
5. Proof of enrollment from a federally recognized tribe if other than CSKT.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo, MT 59855, telephone 406.675.2700, ext. 1040

FOR MORE INFORMATION: Contact: Ann Miller, Attorney, @ 406.675.2700, ext. 1133