

**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: [csktribes.org](http://csktribes.org)  
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**\*\*\*VACANCY ANNOUNCEMENT\*\*\***

**TITLE:** Tribal Child Support Enforcement Program (TCSEP)  
Caseworker/Investigator

**LOCATION:** Department of Human Resource Development

**SALARY:** \$17.99 to \$20.83 per hour

**CLOSING DATE:** Thursday, July 16<sup>th</sup>, 2020 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 and serve a mandatory six month probationary period.**

The TCSEP Caseworker Investigator is a technical position. Incumbent will serve on the "front-line" of the child support enforcement effort. Incumbent will be assigned a caseload and will be responsible for the specific investigative needs of each case. This may include: location of missing parent(s), identifying their income and assets, establishment of legal parentage, establishment of child support orders, enforcement of child support orders, and modification of child support orders. Incumbent will work with complex, regularly changing and often times ambiguous federal regulations, tribal code, state statutes, case law and TCSEP policies. The TCSEP Caseworker Investigator will undertake various approaches and problem resolution procedures individual to each case.

**DUTIES:**

- Investigates and manages a large caseload containing extremely diverse and complex procedural and financial issues.
- Receives, processes, and evaluates applications and accompanying documentation for support enforcement services from participants, Tribal TANF, and other State and/or Tribal IV-D offices.
- Investigates, organizes, and evaluates information necessary to proceed with paternity actions, support establishment and enforcement of child support orders.
- Maintain HIGH level of confidentiality and security concerning case and individual information.
- Coordinate with TCSEP Attorney on all legal actions of each individual case.
- Responds to both written and verbal requests from the public, attorneys, support enforcement agencies, and tribal officials about procedure, policies, and tribal code regarding paternity establishment, support establishment, enforcement, and modification, utilizing the TCSEP child support guidelines.
- Researches and enforces appropriate complex policies and procedures, many of which are based on tribal statutes and federal regulations, which are constantly updated and/or changed.
- Informs obligor, obligee, attorneys, employers, and other agencies of applicable tribal and federal laws.
- Verifies location of individuals through extensive skip-trace activities to effectuate process of service and/or discover hidden sources of income and assets.
- In coordination with TCSEP Attorney, researches and prepares cases for tribal court hearings.
- Acts as an expert witness in court hearings involving child support actions and provides appropriate court testimony as required during judicial reviews.
- Prepares and processes legal documents to be presented to the TCSEP Attorney for review, which are then filed with the Tribal Court.
- In coordination with TCSEP Attorney, mediates agreements between parties negotiating payment on arrears balances.
- Researches and utilizes policies and procedures, Tribal Code, and federal regulations to gather the evidence necessary to support TCSEP's position in judicial legal proceeding

- Develops knowledge of relevant agencies' computer systems to access information through interfaces and direct access requiring high-level security clearance, while maintaining strict confidentiality requirements.
- Substantiates accuracy of all data input into the computer case- working screens in order to maintain the integrity of the CIS database.
- Adapts and remains flexible to frequent enhancements to the CIS computer system.
- Monitors cases for any change in status that would allow TCSEP to proceed with the establishment or enforcement of child support orders.
- Schedules Paternity: buccal swab testing, coordinates testing procedure with both parents, follows proper protocol in gathering DNA samples, and coordinates with the contracted laboratory, insuring that documentation and supplies are available.
- Position will maintain certification to perform DNA collection for paternity testing purposes.
- Maintains extensive knowledge of child support guidelines through use of the applicable Tribal Code and TCSEP Policies.
- Gathers, verifies and reviews complex income tax and asset information, and work history to determine proper level of income to be used when determining just and accurate child support obligations.
- Submits recommendations for child support obligations according to TCSEP Child Support Guidelines to Tribal Court
- Gathers, verifies, and reviews payment information to construct an accurate supp011 debt.
- Negotiates with obligors and obligees for lump sum settlements and debt adjustments.
- Interacts professionally with the public, which may include participants with challenging cases.
- Monitors and manages the caseload requirements in location, establishment, enforcement, collection and accounting functions when forwarding to the TCSEP Program Finance Specialist for review.
- Professionally, accurately, efficiently and impartially gathers information to establish and enforce child support obligations. Receives, processes, and evaluates applications and accompanying documentation for support enforcement services from individuals, Tribal TANF and other State or Tribal IV-D programs.
- Receives and reviews records, documents and affidavits to establish the identification and location of obligors.
- Prepares evidence and testifies as primary witness in contested Tribal Court actions. Performs child support guideline determinations and recommendations for the Tribal Court.
- Responds to a large volume of written and telephone requests from the public, attorneys, supp011 enforcement agencies and Tribal officials about procedure, policies and statutes regarding paternity establishment, support establishment and enforcement, modification as necessary and or is requested, reviews the TCSEP Child Support guidelines. Informs tribal court judges on questions concerning child support determinations and recommendations.
- With guidance from the TCSEP Project Director and TCSEP Attorney, the incumbent will use discretion when interpreting and applying complex, federal regulations, Tribal Code, and TCSEP program policies. Unde11akes various approaches and problem resolution procedures individual to each case.
- Performs other duties as assigned by the TCSEP Project Director

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

1. A Bachelor's degree in Accounting, Business Administration, Sociology, Criminal Justice, Political Science, or related fields OR 4 years of experience in working with the Public and low income individuals.
2. Minimum of 3 years of experience in implementing Federal Regulations and Program Policy.
3. At least 4 or more years of computer operations.
4. Ability to collect and record data efficiently.
5. Ability to communicate clearly and effectively, orally and in writing.
6. Ability to maintain neutrality, personal integrity and professional demeanor when dealing with participants who may be uncooperative. Ability to establish and maintain good working relationships with supervisors, co-workers, and participants while maintaining professionalism and confidentiality.
7. Ability to propose creative solutions to difficult problems within limits set by Tribal Code, regulations, policies and requirements.

❖ **Request copy of position description for full details.**

## **SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Copy of current valid driver's license and liability insurance coverage.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran' preference, a copy of DD214 must be submitted

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

**FOR MORE INFORMATION:** Hank Conko Camel, Child Support Project Director @ 406.675.2700, ext.1284.

**TRIBAL CHILD SUPPORT ENFORCEMENT PROGRAM  
(TCSEP) CASEWORKER/INVESTIGATOR  
DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT**

The successful applicant must possess a Bachelor's degree in Accounting, Business Administration, Sociology, Criminal Justice, Political Science, or related fields OR 4 years of experience in working with the Public and low income individuals. A minimum of 3 years of experience in implementing Federal Regulations and Program Policy and at least 4 or more years of computer operations. All applicants are required to submit a Tribal application, copy of relevant transcript, a copy of current valid driver's license, proof of enrollment from a federally recognized Tribe if other than CSKT and if claiming veteran's preference, a copy of the DD214 must be submitted to the Tribal Personnel Department. **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 and serve a mandatory six (6) month probationary period.** To apply, contact Personnel at 406-675-2700 Ext. 1043/1259 for an application. Tribal applications are also available on-line at [csktribes.org](http://csktribes.org). The salary range is \$17.99 to \$20.83 per hour, plus benefits. Closing date will be Thursday, July 16<sup>th</sup>, 2020 at 5:30 p.m.

**CSKT IS A TRIBAL MEMBER PREFERENCE EMPLOYER**

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**PLEASE PUBLISH IN CHARKOOSTA CLASSIFIED ADS:**

1. **Thursday, July 2<sup>nd</sup>, 2020.**
2. **Thursday, July 9<sup>th</sup>, 2020.**

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

3. **Wednesday, July 1<sup>st</sup>, 2020.**
4. **Wednesday, July 8<sup>th</sup>, 2020.**

**BILL TO: DEPARTMENT OF HUMAN RESOURCE DEVELOPMENT  
COMMUNITY SUPPORT DIVISION  
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)**