

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****VACANCY ANNOUNCEMENT*****

TITLE: Family Advocacy Coordinator (TIWAHE)
(Contract Position)

LOCATION: Department of Human Resource Development

SALARY: \$22.15 to \$25.46 per hour

CLOSING DATE: Tuesday, July 9, 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 being placed 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.*

The Project Plan is an innovative 5-year partnership between CSKT and the Bureau of Indian Affairs (BIA) to undertake a coordinated approach to reduce poverty, substance abuse, domestic violence, and associated outcomes such as suicide and incarceration. The incumbent will develop and implement a coordinated service delivery model that is centered on the needs of families and the community. The Family Advocacy Coordinator will be responsible for the planning, development, implementation, continuation, monitoring, and improvement of the project in support of the Confederated Salish and Kootenai Tribal organizational mission and goals. This individual is responsible for coordinating project goals and objectives of the Project Plan with local tribal, federal, state partners and service providers.

DUTIES:

- Responsible for working alongside the BIA, National Coordinator. This individual will also be responsible for providing technical assistance and training to tribal leaders, community members, and families; recruitment and staff retention planning; assisting with policy and protocol development; and assisting with evaluation efforts to improve outcomes and/or strategies for more effectively serving tribal children/ youth, and families of the community.
- Provide project oversight and coordination on the Tribal Demonstration Project.
- Coordinates project goals and objectives with key tribal essential service departments: Law Enforcement, Tribal Court, Human Resource Development (DHRD), Education, Early Childhood Services, Tribal Health, SKHA as well as other needed programs.
- Serve as a liaison between the Tribe and the BIA, Office of Indian Services, Office of Justice Services (OJS), Bureau of Indian Education (BIE), and other Federal agencies such as: Department of Justice (DOJ), Department of Health and Human Services (DPHHS), Department of Labor (DOL), by coordinating resources and services for healthier and safer tribal families.
- Provide detailed reports and performance outcomes in coordination with other Tribal programs.
- Manage program evaluations and assessments, focusing on identifying and disseminating best practices and performance measurement outcomes.
- Use key performance parameters to monitor work performance, measure results, ensure deliverables and services meet or exceed the Project Plan, support management and decision-making, and facilitate communications. Meets with management, key stakeholders, and tribal officials/staff to discuss issues relating to Tribal programs

for children, the elderly, and families in relation to the Project Plan.

- Monitors and/or assesses execution of applicable programs with responsibility in making recommendations on all phases of Project Plan. Identifies areas of improvement and strength and provides guidance on the attainment of such recommendations.
- Participates in regular TIWAHE meetings, and regular conference calls with BIA National TIWAHE Coordinator, BIA Regional Social Worker, and the BIA Office of Justice Services Associate Director of Tribal Justice.
- Other duties as assigned.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's Degree in Public Policy, Public Health, Family & Consumer Sciences Education, Social Work, or related field from an accredited college or university.
- A minimum of 2 years documented work experience in public policy matters which may include organizing activities.
- Familiar with the Violence Against Women Act (2005), the Violence Against Women Reauthorization Act (2013), the Indian Child Welfare Act, the BIA Financial Assistance and Social Services Program at 25 CFR Part 20, and Family Court procedures.
- Excellent public speaking and presentation skills.
- Energetic and committed, with a willingness and ability to work across multiple programs to ensure no barriers to success.
- Proficient in Microsoft Office programs
- Ability to organize/maintain detailed records; complete necessary paperwork and meet deadlines
- Strong writing and oral communication skills.
- Knowledge of budget preparation, control, and management.
- This position is a testing designated position (TDP).
- Must pass a background investigation if hired, subject to a background check in accordance with Public Law 101-630. Must never have had a CPS substantiation nor been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or crime of violence. Must not have any involvement with a child or social service protection agency as a perpetrator, no alcohol, drug abuse or domestic violence charges within the past five years.
- Must not have resigned to avoid disciplinary action or have been dismissed from employment within the past 3 years.
- Must possess a valid Montana Driver's License.
- Position is a mandatory reporter of child abuse/neglect.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description.**

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and/or training certificates.
3. Copy of "current" valid Driver's License.
4. If enrolled in a Federally recognized Tribe (**other than** CSKT), please submit proof.
5. If claiming Veteran's preference, submit a copy of the DD214 form.

❖ **FAILURE TO SUBMIT THE ABOVE DOCUMENTATION MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

Include Letters of Reference, a Cover Letter or a Resume as a personable supplement to the application packet.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, P.O. Box 278, Pablo MT 59855, Telephone 406-675-2700, Ext. 1040, personnel@cskt.org. **FOR MORE INFORMATION:** Contact Jason Heavyrunner, Children & Family Services Program Manager @ 406.675.2700, Ext. 1333.