

**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
E-mail: shelley.grenier@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Family Support Specialist
(One (1) or more contract positions)

LOCATION: Department of Human Resource Development

SALARY: \$21.31 TO \$24.49 per hour

CLOSING DATE: Thursday, August 15, 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 role of the Family Support Specialist is to provide services to at risk families including children who require extra support. The incumbent will receive referrals involving alleged child abuse and/or neglect received from Centralized Intake in Helena, MT. These referrals may involve educational neglect, medical neglect, home environment and sanitary issues and caregiver substance use that affects children. The incumbent will provide supportive services to parents and children via social work counseling on drug exposed infants and child safety, referrals to behavior or substance abuse counseling, home repair, medical appointment planning and transportation. This may include referrals to community resources including cultural classes and events. Incumbent will maintain case notes and may monitor safety plans and Voluntary Protective Service Agreements (VPSA) with parents/guardians. Incumbent will implement Parents as Teachers (PAT) curriculum and participate in the Sobriety Treatment and Recovery Teams (START) model intervention for working with families.

DUTIES:

- Incumbent will meet with families for safety plan compliance, recognizing if there's an on-going issue or if it's been resolved;
- Verify compliance of all assigned Voluntary Protective Service Agreements and maintain bi-weekly and/or monthly contact with parents, depending upon needs;
- Incumbent transports parents in conducting official business and obtaining support services as needed;
- Conduct home visits as needed;
- Has the ability to decipher the family's ecosystem and determine services that are needed; follow-up effectively with all staffing levels, and parents;
- Ability to work independently at a fast pace; flexibility to adapt to all situations and work varied hours as needed, including evenings and weekends;
- Ability to locate people and addresses when last address known is un-occupied;
- Data entry of case information into the computer utilizing the Montana State System MFSIS data base;
- Incumbent will provide DNA and urinary drug analysis testing, as needed;
- Documentation of pertinent information; case notes, observed interaction between parents and children, assessments, screening.
- Collaboration with other programs for case planning purposes.
- Has the ability to listen, communicate verbally and in writing with excellent grammar, and proof-reading skills;
- Ability to utilize all public and media sources, and speak in public;
- Possess a positive attitude, and has the ability to promote hopefulness effectively, when assisting parents in problem resolution;

- Ability to relate with sensitivity while working with parents whom have varied skill level, and different values;
- Has the ability to assess and identify needs of families and refer to appropriate supportive services;
- Ability to advise parents using sound judgment and ability to mediate and/or defuse a parent/youth who is experiencing a crisis in a manner that is non-threat
- Must be a self-starter with ability to work independently, and perform at high levels in a fast-paced ever-changing work environment;
- Must maintain organized, updated, and accurate records of work performed, including documentation of case notes on participants and their progress;
- Able to multi-task and prioritize when working on referrals, completing closures on referrals, making phone calls, home visits to parents and children, follow up with other professionals efficiently.
- Incumbent will follow the PAT guidelines/benchmarks by providing parent education, screening/assessments of family needs i.e. school readiness, child maltreatment, prevention of domestic violence, sexual, and alcohol/drug abuse by educating with emphasis on the dangers of abuse in the home, complex trauma, child development, parenting with a cultural aspect; and the importance the role fathers play in parenting. The incumbent must be able to assess the parent-child relationship; maintain or strengthen this relationship by assisting the parent(s) and their families to interact in healthy ways; reduce child's feelings of loss; assess parent's ability to adequately and appropriately care for their child(ren); provide parents an opportunity to assess his/her ability to parent; help the parent develop appropriate parenting skills and behaviors; evaluate the family's progress toward targeted changes.
- Incumbent will screen children for cognitive, motor and health development; present relevant information on child development, language, motor, and social skills, and model appropriate verbal interactions, communication techniques, and discipline techniques with a child(ren).
- Incumbent will not have a caseload that exceeds more than 6 parents at one time.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Position requires a Bachelor's Degree in Social Work, Human Services, Psychology, Sociology or related field or equivalent of 4 years of experience providing case management services for vulnerable populations or a combination of schooling and experience equaling a total of 4 years.
- Experience with computer skills, scanner and other office equipment, MS Word, Excel and Adobe Acrobat as well as strong writing skills is preferred.
- This position is a testing designated position (TDP) under the terms and conditions of the CSKT drug-testing program and implementing rules. Employee will be subject to random (drug/alcohol) testing. This position is subject to a background check in accordance with Public Law 101-630, 25USC Section 3201 and Public Law 101-647, 42USC Section 13031. Must have never been convicted of or plead guilty to a felony crime of domestic violence, child abuse, elder abuse, sexual offense or a crime of violence. Must never had a CPS substantiation of child abuse/neglect.
- Must possess a valid Montana Driver's license.
- Position is required to sign a confidentiality agreement at least on an annual basis and to observe and uphold professional levels of communication protocols.
- 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 Christina Griffin, CPS Program Manager @ 406.675.2700, Ext. 1398.