

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

TITLE: Families First Case Manager
(Contract position)

LOCATION: Department of Human Resource Development
Elderly Services Division

SALARY: \$20.62 to \$24.24 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 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.*

The Case Manager will collaborate with TANF staff providing services with a wrap-around system approach focusing on coordinating client responsibilities across systems to reduce the complexity client's face dealing with multiple system requirements. Incumbent will work with clientele to form individualized case plans utilizing the Ritetrack data system. As well as provide employment readiness by giving HiSET tests identifying the educational needs to assist clients in achieving their goal, along with teaching financial literacy classes and mentor clientele utilizing the Mentoring modules. When needs are outside the departments scope will refer clientele to other community resources and manage, take minutes for grant meetings. .

DUTIES:

- Has ability when providing intakes to build rapport with clientele when obtaining demographic information, identifying immediate needs and knowledge of resources/provider programs if need is unmet within DHRD to make referral; Skill set when assessing clients, their challenges, interests and possible barriers;
- Ability to provide an individualized case plan that meets specific goals and action taken to assist client in meeting their objectives;
- On-going monitoring of client case plan evaluating clients progress; ability to measure clients progress to be successful or limitations reasons goals are unmet;
- Provide mentoring to TANF/WIOA/GA clientele for employment readiness; resume writing, assisting filling out job applications;
- Teach clients utilizing the Mentoring modules: stress management, negotiation skills, complaint handling;

- Ability to teach/tutor clients for the Hi-SET via readiness in mathematics, reading and writing comprehension along with financial literacy i.e. fixing credit, saving, becoming debit free;
- Incumbent will transport clients as needed in conducting official business and obtaining support services;
- Ability to work independently; flexibility to adapt to all situations and work varied hours as needed, evenings and weekends;
- Input on daily basis case data information into RiteTrack system; Incumbent will provide urinary analysis testing, as needed.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's degree in Education with teaching certificate or related field with four (4) years relevant work experience with six (6) months in either case management and/or mentoring working directly with adults.
- This position is a testing designated position (TDP).
- Must not have had a conviction of driving under the influence of substances or a per se within the last three (3) years. Maintain strict confidentiality of information and required to sign a confidentiality agreement on an annual basis.
- Applicant must pass background investigation if hired in accordance with Public Law 101-630, 25USC Section 3201 and Public Law 101-647, 42USC Section 13031; P. L. 113-183: Preventing Sex Trafficking and Strengthening Families Act; P. L. 109-248: Adam Walsh Child Protection and Safety Act of 2006; no misdemeanors pending and/or in process. The background check also includes child protective service checks and driving record checks.
- Must not have been convicted of or pled guilty to a crime of domestic violence, child abuse, or 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 (3) three years.
- Possess a valid Montana driver's license and maintain liability insurance.
- No alcohol, drug abuse or domestic violence charges within the past (5) five years. This position is a mandatory reporter of child abuse and neglect.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1043.**

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 Veterans preference, submit a copy of the DD214 form.

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

INCLUDE A LETTER OF REFERENCE, 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 Patrick Matt, Jr. - Families First Project Director @ 406.675.2700, Ext. 1361.