

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

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

TITLE: Greeter/Safety Monitor (1 or more Contract Positions available)

LOCATION: Facilities & Maintenance Department - Pablo, MT

SALARY: \$11.66 to \$13.40 per hour

CLOSING DATE: Thursday, August 1st, 2024 at 5:30 pm

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 (6) month probationary period.** This position is an integral part of the Facilities & Maintenance Department and is responsible for greeting the public, assisting them to the proper department and/or employee, and overseeing facility security to protect company assets, employees, and the public. Position will exercise good judgment and have responsibility for results. Position will be responsible for work assigned and to provide performance reports regarding inspections of the workplace.

WORK ACTIVITIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

- Greets clientele and visitors and provides information and direction as needed.
- Records individuals/groups entering the facility, documenting names and affiliations (if any), individual/department to be seen, and chronicles entry and exit times. Escorts to appropriate workstation noted at check-in.
- Performs onsite inspections of the designated facility and its corresponding grounds for the quality of facility safety and completes inspection checklists to ensure compliance with specifications; submitting to the appropriate staff daily. Escalates situations that may require further action to their supervisor as needed.
- Reviews current safety training and recommends revisions, improvements, and updates and takes proactive steps to provide a safe and secure working environment to staff and visitors.
- Provides specialized security for, and monitors access to, limited and restricted access areas such as inventory areas, network equipment areas, and employee files and confidential records.
- Conducts regular walk-throughs and safety/security inspections for assigned facilities.

- Evaluates the effectiveness of safety and security programs and submits recommendations for improvements and additions to the safety management program including emergency preparedness, accident prevention, general safety, and risk management.
- Collaborates with management to develop, prepare, and implement safety and security policies and procedures.
- Stops operations and activities that could harm staff or equipment.
- Identifies opportunities to minimize workplace injuries, accidents, and health problems.
- Shares environment safety information with appropriate levels in the organization.
- Makes daily reports of work in progress identifying all clientele and visitors on site and submits to appropriate staff.
- Performs all other duties as assigned.

MINIMUM RECRUITING QUALIFICATIONS (AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION)

- High school diploma or equivalent.
- Computer skills in Word and Excel.
- Able to provide exceptional customer service.
- Must have or obtain First Aid/CPR certification within six (6) months after hire date, and must always remain current, along with training certification in First Aid/CPR to provide or set up certification training for all employees.
- Must pass background investigation.
- Must be able to work Monday through Friday.

****Regular work schedule and hours may vary as deemed necessary by supervisor****

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW)

- Must have a basic knowledge of security protocol and procedures.
- Must have basic knowledge of materials used to perform related duties and be proficient with Microsoft Office Suite or related software and be knowledgeable of customer service.
- Excellent written and verbal communications skills, as well as computer skills. Skill in quality of work when completing all phases of duties. Skills in adjusting work flow to meet facility needs, keeping accurate records, and keeping positive attitude when faced with difficult situations.

➤ **FAILURE TO SUBMIT ALL OF THE INFORMATION BELOW WILL RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS.**

SUBMIT:

1. Completed Tribal Employment Application (Resumes may be submitted but may not replace or supplement the official Tribal Employment Application).
2. Copy of relevant academic transcripts and/or certifications.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran' preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Department, PO Box 278, Pablo MT 59855, Telephone (406)675-2700 Ext. 1040.

FOR MORE INFORMATION: Contact: Gwen Clairmont, Facilities & Maintenance Office Manager, at (406)675-2700 Ext. 1056.