

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

TITLE: Start Family Mentor
(Contract Position)

LOCATION: Department of Human Resource Development

SALARY: \$21.66 TO \$24.90 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 family mentor will serve as a team member in planning, supporting, and implementing strategies to develop a safe, nurturing, and stable living situation for families with substance use disorders (SUD). The family mentor will serve as a team member of the Sobriety Treatment and Recovery Team (START) Program, whose goal is to reduce the number of children entering out-of-home care by providing stronger services and support to the family, as well as reduce the rate of children re-entering care.

DUTIES:

- Provide early intervention, mentoring, advising, and support to parents and families participating in the START Program.
- Serve as a liaison for parents and families between the coordinating and administrative staff.
- Maintains and improves the connections between START-participating families and the services required to support a safe living situation.
- Must have good assessment and observation skills.
- Have strong communication skills, and display good listening skills.
- Demonstrate the ability to be self-reflective.
- Ability to oversee case-flow management, file and document management, and security.
- Participate in staff meetings and trainings as required.
- Ability to work independently and in potentially stressful situations.
- Willingness to be flexible with day-to-day schedule.
- Ability to transport START parents to SUD treatment, medical, education, social services, and mental health appointments.
- Ability to connect START parents with recovery support groups and meetings.
- Assist the Social Worker in providing supportive services for the recovery of parents.
- Arrange the needs of the START family by locating housing, food, clothing, and furniture as needed.
- Assists in preparing for training and workshops for START families.

- Provide information on community services available and assist START parents and families in scheduling appointments as needed.
- Maintain case history records and prepare reports.
- Complete correspondence, records, and reports.
- Ability to work with the community to promote the mission of Tribal Social Services and the START Program.
- Has the ability to listen, communicate verbally and in writing; possess a positive attitude and have 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.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Minimum of two years sobriety.
- High School Degree, GED, or equivalent.
- Experience as a former child welfare client with prior SUD history and treatment.
- Knowledge of or familiarity with basic office practices, how to carry out instructions in written or oral form, dealing with complex family issues, completing routine forms, and answering routine telephone inquiries.
- Experience as a parent advocate/family mentor in any system preferred.
- Possess strong communication/interpersonal skills.
- Commitment to and passion for working with families and children, engaging parents, and making a difference.
- Ability to use a productive problem-solving approach; help others develop unique sobriety approaches for themselves; utilize supervision and work well with START workers; think about challenges faced in the job and come up with ideas on how to address those challenges.
- 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' 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 YOUR 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 **Brandon Burke**, Start Program Manager @ 406.675.2700, **Ext. 1006**.