

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

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

TITLE: Foster Care Social Worker
(1 or more contract positions)

LOCATION: Department of Human Resource Development

SALARY: \$22.77 to \$26.18 per hour

CLOSING DATE: Thursday, August 1, 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 for 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.

Duties shall include:

- Incumbent serves as a Foster Care (FC) Social Worker and will provide case management services for children and families including: child placements in the order as defined by the Social Services Manual and maintenance of children in foster homes and/or institutional care, whichever is determined the most compatible and in the best interest of each particular child/sibling group being placed in care. The incumbent will develop permanency plans and is responsible for permanency planning for reunification with a fit parent/guardian, a guardianship or customary adoption within policy timelines. Incumbent will work with guardianship/customary adoption placements in efforts to stabilize guardianship placements when issues arise that jeopardize the placement.
- Incumbent will complete documentation and assure necessary case file documentation is in the child's file including all required documents as required by IV-E regulation such as reports to court, court orders with wording as mandated by IV-E funding regulations. Ensures completeness of assigned foster children's files and obtains documentation from schools, therapists, medical providers, parents and other agencies as required by policy. Maintains immunization records, a log of medications, educational records, social security cards, certified birth certificates, eye and dental records, medical records, picture ID's, foster care placement records and case notes. Case notes describe all information in regard to each parent/family member and child as well as all activities performed. Incumbent is responsible for reading each Foster Parent Monthly Report and signing it to reflect the correctness of information submitted.
- Will provide referrals to programs for youth in care including Montana Transitional Living. Responsible for providing accessibility to tribal culture and historical background activities for children in care. Foster Care Workers will develop a life book that follows the child from entry into care that contains

pictures of the child, the child's family members, child's academic achievements, sports awards, and any other memories that are momentous to the youth.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a Bachelor's in Social Work, Human Services, Psychology, Sociology or related field or equivalent of 4 years of experience with case management services with vulnerable populations.
- 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.
- Will participate in on-call duties on a rotating schedule and maintain and participate in other duties as assigned.
- Position is a mandatory reporter of child abuse/neglect.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- ✚ Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1040.

SUBMIT:

1. Complete Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

- ❖ **FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.**

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

FOR MORE INFORMATION: Wade Burland, Foster Care Program Manager @ 675-2700 Ext. 1621