

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 675-2711
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******VACANCY ANNOUNCEMENT******

TITLE: Montana Transitional Living Specialist
(Part-Time position)

LOCATION: Department of Human Resource Development
Social Services Division

SALARY: \$22.10 to \$25.41 per hour

CLOSING DATE: Thursday, July 11, 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.

This worker must have a thorough knowledge of the Montana Transitional Living (MTL) Program, educational opportunities, funding, Ansell Casey Assessment, FAFSA, and community resources available for youth. This worker will attend all State Transitional Living Program Meetings and will have a working knowledge of the MPSIS and Child & Adult Protective Service (CAPS) System.

DUTIES:

- Utilizes computerized accounting software programs (Excel, Word) to perform duties and responsibilities.
- Prepares MTL quarterly reports
- Prepares purchase orders and processes through accounting for disbursement of TLP Funds.
- Processes ETV vouchers for youth who are enrolled in the Transitional Living Program.
- Maintains confidentiality of case records based upon policies and procedures.
- Completes all forms and documentation in accordance with Tribal/State/Federal policies.
- Maintains case files for Transitional Living Clients (TLC) accurately and in proper order.
- Develops and maintains effective working relationships and communication with Federal, Tribal, BIA, State & County staff.
- Conducts youth groups on various topics.
- Assists State Chafee Program but not limited to offering services (i.e. New Work Ready Workshop).
- Follows up with inquiries timely and accurately on cases and tracks until resolved.
- Develops Individualized Transitional Living Plans with youth ages 14-18, working closely with the youth's Social Services Social Worker/Guardian.
- Assists youth in completing the Ansell Casey Assessment.
- Assists youth in applying/completing FAFSA.
- Assist youth/clients in filling out applications (academic, health, financial, work, etc.).

- Completes Credit Bureau checks on youth.
- Makes home visits with youth/clients
- Assist youths in locating housing
- Arrange moving transportation for youths
- Responsible for processing stipend/incentive requests (using PDF forms)
- Assists youth in meeting needs via providing information, enrolling in Job Corp, High-Set etc. . .

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Bachelor's degree in Social Work or related field with four (4) years' work experience working with at risk teenage youth or AA degree with two (2) years relevant work experience.
- Must possess a Valid Montana Driver's License.
- Must not have had a conviction of driving under the influence of substances or a per se within the last three (3) years
- 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; P. L. 113-183 Preventing Sex Trafficking and Strengthening Families Act; P. L. 109-248: Adam Walsh Child Protection and Safety Act of 2006. The background check also includes child protective service checks and driving record checks.
- This position is a mandatory reporter of child abuse and neglect situations.
- Must pass background investigation if hired. Must have never been convicted of/or pled guilty to a crime of domestic violence, child abuse, sexual offense or crime of violence (felony).
- Must not have resigned to avoid disciplinary actions or have been dismissed from employment within the past (3) years.
- No involvement with any child or social service protection agency as a client, no alcohol or drug abuse charges or domestic violence charges within the past five (5) years mandatory.

✚ **Interested applicants can get more information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.**

SUBMIT:

1. Completed 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 DD214 must be submitted.

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

FOR MORE INFORMATION: Jason Heavyrunner, Children & Family Services Program Manager @ 675-2700 Ext. 1333.