

**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: cskt.org
E-mail: joanc@cskt.org**

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

TITLE: Vocational Rehabilitation Job Developer

LOCATION: Department of Human Resource Development
Pablo, MT.

SALARY: \$17.50 to \$20.42 per hour
\$36,400.00 to \$42,473.60 per annum

CLOSING DATE: Thursday, February 11, 2010 at 5:30 p.m.

SPECIAL CONDITIONS:

This position 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.**

DUTIES:

- Develop job opportunities and placements for candidates from the DHRD Vocational Rehabilitation Program.
- Determine and implement job development strategies tailored to benefit VR clients.
- Reviews computer listings of job openings from the state job services and other on-line listings of job opportunities.
- Telephones ahead to appropriate employer contacts to discuss job openings and the clients that the job developer intends to present as possible applicants and schedules interview dates.
- Prepares candidate for the interview with background information on the employer and the particular position of interest.
- Gains feedback from the employer and the applicant after the interview. Maintain contact with employer and applicant to maximize opportunity for placement.
- Participates in local job fairs, and community resource meetings to maximize contacts in the community. Develop and maintain relationships with employers and industry representatives who are experts on local job markets.
- Interviews clients for placement and reviews their resumes, academic records, reference statements, and other documents to gain a full understanding of each client's abilities.
- Participate in monthly meetings of Community Management Team to discuss employment resources.
- Create employment opportunities benefiting VR clients by developing linkages to temporary and permanent employment opportunities.
- Develop an employment support group for VR clients (i.e. scheduling business representatives or employers to speak at group sessions).
- Responsible for providing on-going foster parent training sessions to assist foster parents in parenting foster children with their special needs along with taking into consideration the cultural customs and traditions that need to be handed down to Indian children and all Indian families.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a bachelor's degree in Human Service and/or Social Work.
- Must possess valid drivers license and auto insurance.
- Must pass a suitability and character reference check and fingerprinting as required by the Indian Child and Family Violence Protection Act – PL101-630.
- Position is required to sign a confidentiality agreement on at least an annual basis and to observe and uphold professional levels of communication protocol.

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Related experience with staffing/workforce development field.
- Strong communication skills to influence behavior of job candidates and encourage employers to consider clients from DHRD Vocational Rehabilitation.
- Knowledge of local labor market trends and conditions and Native culture and customs.
- Excellent public speaking and presentation skills.
- Familiar with employers in target communities.
- Ability to work independently with minimum supervision.
- MSW with one (1) year of work experience working with families and children is preferred.
- Request position description for a detailed description of desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of valid driver's license and proof of auto insurance.
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.

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

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

FOR MORE INFORMATION: Arlene Templer, DHRD Department Head-675-2700 Ext. #1038