

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
406.675.2700  
PERSONNEL DEPARTMENT FAX: 406.675.2711  
CSKT Website: cskt.org  
E-mail: julianat@cskt.org**

**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Career Technical Training Instructor/Medical Office Support

**LOCATION:** Kicking Horse Job Corps – Ronan, MT

**SALARY:** \$15.85 to \$18.50 per hour  
\$32,968.00 to \$38,480.00 per annum

**CLOSING DATE:** Thursday, February 2, 2012 @ 5:30 p.m.

**SPECIAL CONDITIONS:**

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and is subject to random alcohol and drug testing. **The successful applicant if not already employed by the Tribes must pass a pre-hire drug test and will be required to serve a six-month probationary period.**

**DUTIES:**

1. Responsible for the development and maintenance of a Medical Office Support Assistant training program that ensures the maximum efficiency of learning, with the assistance of the CTT supervisory personnel.
2. Responsible for the development of a (SOP) Standard Operating Procedure that is consistent with the requirements of the guidelines established by Job Corps.
3. Instruct under the curriculum guidelines of Job Corps ensuring that techniques and methods of instruction produce maximum efficiency of learning.
4. Assist in revision of program when necessary, and keep the CTT Coordinator posted on progress of training and needed resources.
5. Perform duties on the Career Development Team to include updating Career Development Plan (CDT), student scheduling to meet 60 day cycle, assessment and documentation of entering student case notes into CIS on a regular basis, training achievement records, evaluating vocational criteria for graduation, securing documentation of training to Director of Career Technical Training for Exit Readiness and Career Transitional Services.
6. Accountable for guidance team to meet requirements of the maximum benefits system to include: student scheduling to meet the 60 day cycle; assessing and reporting student progress to counseling so this information can be documented on student profile; initiating student vocation and 10 day schedule changes; determining if student has acquired educational, vocational, and social criteria for graduation; initiating student into exit readiness for graduation and ensure program credentials for employment.
7. Responsible for accountability: roll taking, student conduct, student participation, reporting of special incidents.
8. Ensure classroom environment for positive learning atmosphere; in regard to cleanliness and orderliness.
9. Responsible for integration of applied academics into the educational/vocational program curriculum.

## **DUTIES CONTINUED:**

10. Responsible for C.E.P. presentation in the Medical Office Support Program maintaining maximum results to new students. This will increase awareness job expectations and job opportunities.
11. Responsible for reporting vocational classroom and equipment deficiencies to the supervisory personnel. This will be done by Center work orders.
12. Work irregular hours when required.
13. Will act as a liaison in assisting other health educators in maintaining and supporting Health Education services for students and staff.
14. Perform all other work related duties.
15. Responsible for modeling, mentoring, and monitoring appropriate employability skills and social skills for Career Success Standards.
16. Utilizes the star approach when dealing with negative behavior.
17. Reinforces positive student behavior with feedback.
18. Embellish and project the four core values of Job Corps accountability, respect, integrity and safety.
19. Responsible for the CTT report card as it pertains to the overall outcome measurements of the Center and individual trade.

## **MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)**

- Must possess a BA/BS college diploma and possess a current Class I (Professional) or Class II (Standard) Secondary (Grades 5-12) Montana Teacher Certification.
- Position requires a Montana Class D Driver's License.
- This is a Testing Designated Position (TDP) in compliance with the Drug and Alcohol Policy.
- Employee is required to pass a background investigation per PL-101-630.

## **DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request a copy of the position description for full details.

## **SUBMIT:**

1. Completed Tribal employment application. (Resumes may be submitted but may not replace or supplement the official tribal application).
2. Certified copies of relevant academic transcripts and training certificates.
3. Proof of a valid driver's license.
4. If you are claiming Veterans Preference, a copy of the DD214 must be submitted with the application.

## **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, P.O. Box 278, Pablo MT 59855, telephone 406.675.2700, ext. 1040.

## **FOR MORE INFORMATION:**

Contact: Charles Camel, Center Director @ 406.675.2700, ext. 6301.