

CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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PABLO MT 59855
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PERSONNEL DEPARTMENT FAX: 406.675.2711
CSKT Website: csktribes.org
E-mail: shelley.grenier@cskt.org

****VACANCY ANNOUNCEMENT****

TITLE: Transitional Living Center (TLC) Live-in Site Manager
(Contract Position)

LOCATION: Salish Kootenai Housing Authority – Pablo, MT

SALARY: \$11.80 per hour

CLOSING DATE: Thursday, June 22, 2023 @ 5:30 p.m.

SPECIAL CONDITIONS:

This position is not 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 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.*

The Site Manager will be required to live at the Transitional Living Center (TLC). The Manager must report absences of more than 2 hours from TLC to the TLC Case Manager before absences. The Manager will be responsible for the day-to-day operation of the Transitional Living Center.

Duties include the following:

- Will coordinate on-site maintenance and upkeep of grounds and facilities with guests.
- Will assist CM with orientation and move-ins as required.
- Will clean and do minor repairs of vacant units to prepare for next guest(s).
- Will report maintenance needs outside the scope of Site Manager duties to CM and/or to SKHA Maintenance.
- The Site Manager will be required to keep the Manager's unit in a clean and sanitary condition that meets with the Salish and Kootenai Housing Authority standard.
- Will meet and communicate with TLC CM on a regular basis and as needed to provide updates concerning the grounds, TLC units, and TLC guest concerns.
- Will assist with meetings between guests and the TLC Case Manager if deemed necessary. Will report and assist with in house conflicts that may arise.
- Will assist with TLC tours and address visiting community/tribal groups as needed.
- Will perform weekly unit inspections with accompanying reports to TLC CM.
- Will open the TLC Commons and Laundry areas at 8 a.m. and close at 10 pm)

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Must possess a High School diploma or equivalent. Two or more years of experience preferred in property management, customer service or working with the public.
- Must possess or obtain CPR and First-Aid training.
- Must be 21 years of age.
- Must be able to pass a criminal background check. No felony or misdemeanor convictions in the past year, except for minor traffic citations. Must never have had a felony or misdemeanor conviction involving child abuse, sex offense, and assault with a deadly weapon or violent crime against another person. Must not have any record of habitual use of alcohol within the past two years. Must not have any record or history of drug abuse within the past two years. Must not be the subject of a current investigation involving criminal activities or indictments. Must not have three or more moving traffic violations in the past two years. Must not have a Driving While Intoxicated or Reckless Driving conviction within the past three years. Must never have had a felony or misdemeanor conviction involving child abuse, sex offense, and assault with a deadly weapon or violent crime against another person.
- Must meet minimal Health Standards.
- Must not have been dismissed or resigned from a previous position due to threat of disciplinary action that could result in termination of employment during the past three years.
- Must be of moral character.
- Must possess the ability to communicate clearly both verbally and in writing.
- Must be a role model for the community, youth and families.
- Must be able to lift up to 50 lb or more.
- Must have good working knowledge of general home maintenance and lawn care.
- Must be able to make decisions independently with minimum supervision. Must be able to develop a good rapport with TLC guests and maintain a good working relationship with the TLC Case Manager and SKHA staff. Must be able to develop an effective working relationship with service providers, the community and the public. Must be able to assess guests and their situation, respond accordingly and be familiar with crisis management skills
- The Manager must possess the ability to work with guests and their families, SKHA and service providers in a team approach. Must have the ability to follow oral and written directions and to maintain confidentiality.

✚ **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. 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. Copy of the DD214, if claiming veteran’s preference.

❖ **FAILURE TO SUBMIT ALL OF THE APPLICABLE 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: Shanell Teigen, Housing Resource Manager (406) 675-2700 Ext. 1530 -OR- Email: steigen@skha.org.