

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
WEBSITE ADDRESS: csktribes.org
E-mail carla.matt@cskt.org**

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

TITLE: TLC Live-in Manager

LOCATION: Salish Kootenai Housing Authority – Pablo, MT

SALARY: \$13.59 - \$15.62 (1-year contract position) **Plus rent free 2-bedroom apartment that includes basic utilities included.**

CLOSING DATE: **Monday, February 25, 2025 at 5:30 p.m. (MST)**

This Position is not a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. 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 TLC Site Manager will reside full-time in a provided 2-bdrm apartment on the TLC grounds. The apartment, basic utilities and laundry facilities are considered partial compensation. The Site Manager and family members must agree to live a sober lifestyle in keeping with the TLC community, ensuring a safe and stable environment.
- Extended time away from TLC will be planned in advance with the TLC Case Manager to ensure the safety of TLC guests and smooth operations of the center. The Site Manager must remain accessible by phone or text while on duty to address immediate concerns from Case Manager and TLC guests.
- The Site Manager may be able to conduct outside work or school activities as approved by supervisor if it can be demonstrated that TLC work activities will be performed in a consistent manner that ensures the smooth and safe operations of the center.
- The Site Manager will thoroughly clean vacant TLC units and perform basic maintenance and repairs as needed. Site Manager will remove any abandoned belongings and distribute as possible or remove refuse to landfill. Site Manager will report more serious repairs beyond the scope of the position to Case Manager and/or SKHA maintenance.
- Site Manager will perform seasonal grounds maintenance to include operation of provided power equipment such as a riding mower, a snow blower, a hedge trimmer, etc. Site Manager will provide basic maintenance of power equipment with provided fuel and oil. Site Manager will perform maintenance of TLC grounds such as snow shoveling, ice melt distribution and raking. Site Manager will oversee and coordinate the maintenance of TLC grounds and common areas through TLC guest chore assignments. Site Manager will assign chores to guests and re-assign periodically.
- Site Manager will assist Case Manager with orientation and move-in of new guests as needed.
- TLC Site Manager will perform eligibility and random drug testing of TLC guests as requested by Case Manager. Site Manager will assist with occasional tours of TLC facility, periodic unit searches by area Drug Task Force, and occasional communal events or meetings with TLC guests as needed.
- Site Manager will maintain inventory of supplies that are needed on a regular basis and submit requests to re-supply to TLC Case Manager or SKHA Maintenance.

- Site Manager will be required to maintain Site Manager apartment in a clean and sanitary condition. Site Manager will conduct periodic guest unit inspections to ensure compliance with TLC requirements.
- When on site, the TLC Site Manager will oversee TLC operations, including guest compliance with TLC rules. TLC Site Manager will help ensure that visitors of TLC Guests sign-in upon arrival. Site Manager will report concerning observations about TLC Guests to Case Manager and assist in addressing and resolving those issues.
- Site Manager will be available to TLC Guests after regular work hours in the event of emergencies that require immediate attention. Situations may include but are not limited to plumbing issues, heat malfunctions, lock outs, and medical or safety issues that require calls to Law Enforcement or EMS personnel. Site Manager will report all emergent issues to Case Manager as soon as possible. Site Manager will write incident reports for Case Manager as requested.
- Site Manager will open and close the Commons and the Laundry house at set times daily.
- Site Manager will disassemble bunk beds, move beds to other units and reassemble as necessary.
- The Manager receives direct supervision from the TLC Case Manager. Site Manager will meet regularly with Case Manager to discuss daily operations and concerns about guests or visitors. The Site Manager be able to function with a minimum of supervision yet remain flexibility in conducting work activities as situations demand.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- 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 meet minimal Health Standards.
- 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 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 good 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 possess or obtain CPR and First-Aid training.
- Must be able to lift up to 50 lbs. or more.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, applicable certifications, etc.
3. Copy of driver's license.
4. Proof of enrollment from a federally recognized Tribe if not from CSKT.
5. If claiming veteran's preference, a copy of the DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. 1040, or personnel@cstk.org

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

FOR MORE INFORMATION: Contact Michelle Morigeau (406) 675-4491 Ext. #1507