

**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](http://cskt.org)  
E-mail: [Jan.Gardipe@cskt.org](mailto:Jan.Gardipe@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Reports/Data Administrative Executive

**LOCATION:** Tribal Health Department  
St. Ignatius, MT

**WORK SCHEDULE:** Monday – Friday 8:00a.m. to 4:30 p.m.

**SALARY:** \$18.70 to 21.74 per hour

**CLOSING DATE:** Thursday August 24, 2017 at 5:30 p.m.

**SPECIAL CONDITIONS:**

**This 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:**

- Collects, analyzes and reports healthcare related data from a variety of sources including but not limited to: the TH electronic health record, medical provider schedules, epidemiology studies, current regulatory and accreditation reports.
- Assist the TH division directors in identifying TH recipient access to healthcare services provided within TH health centers and linking information to current national standards.
- Develops, implements and evaluates data collected, and develops forms to identified information, which will be used across TH include the following types of information: public health, community health, programs, services and activities provided by TH and other as needed.
- Collects and organizes TH grant and contract goals, objective, budget and reporting requirements in a format to ensure compliance with CSKT Tribal and funding sources.
- Assists the TH division directors with compliance with CSKT Personnel, Property and Procurement and other tribal, federal, state, local, private and non-profit rules and regulations.
- Will train TH staff on collecting data and generating reports.

- Answers correspondence, telephone calls, emails as directed.
- Other duties as assigned.

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

- A Bachelor of Arts degree in public or business administration **OR** a healthcare related field with 10 years of experience in an administrative capacity.
- Must maintain proper licensure/certification and registration; if required.
- Must pass a background and suitability check according to Public Law 101-630; the Indian Child Protection and Family Violence Prevention Act
- Must possess a valid driver's license.

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

- Request a copy of position description for full details, and the Supplemental questionnaire for backgrounds (see CSKT Personnel Department).

**SUBMIT:**

1. Completed Tribal employment application
2. Copy of relevant academic transcript and/or training certificate.
3. Completed supplemental questionnaire for backgrounds.
4. Copy of current valid driver's license.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. 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:** Evelyn Charlo, Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. 1029.

**FOR MORE INFORMATION:** Contact Shonda Bolen @ 675-2700 Ext. #5032