

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Lead Registered Nurse Care Manager

LOCATION: Tribal Health Department – St. Ignatius

SALARY: \$38.46 - \$44.21 per hour plus benefits (May be employed under contract)

CLOSING DATE: Thursday, March 21, 2024 at 5:30 p.m. (MST)

This is 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.**

The Lead RNCM is a core member of the collaborative care team, including the patients' medical provider, behavioral health provider, and the larger primary care team. The Lead RNCM ensures Tribal Health patients receive quality patient-centered care that is timely, appropriate, cost-effective, sensitive, and coordinated to achieve desired clinical and social outcomes. The Lead RNCM is also responsible for providing support to assigned staff in the following way; the delegation of assignments, day to day duties, organizing and leading care meetings, case reviews, debriefing meetings, keeping track of productivity measures, quality improvement measures, and when appropriate will fill in for assigned staff.

Lead RNCM Primary Duties (60% of the time):

The Lead RNCM assists the Tribal Care Coordination Division Director in providing administrative management of the other RNCMs within the Care Teams, including but not limited to the following functions:

1. Assists in the supervision of the staff assigned to the Lead RNCM.
 - In compliance with CSKR Personal regulations and guidelines the Lead RNCM will:
 - Follow accurate position descriptions emphasizing appropriate priorities and established deadlines
 - Ensure performance standards with productivity standards are met and complete performance reviews conducted in a timely manner
 - Accounting for attendance records
 - Assist with disciplinary actions as appropriate
 - Form staff training plans
 - Utilization of staff incentives to ensure retention as needed
2. Implements, monitors, and audits Tribal Care Coordination Care Teams policies and procedures, ensuring compliance with applicable CSKT, federal, and state laws and/or regulations. Recommends changes as necessary to maintain compliance and meet the TH patients' needs to provide a high quality of care.
3. Assists in hosting and actively participates in care meetings with each care team.
4. Reviews cases of assigned staff as appropriate
5. Hosts debriefing meetings with staff
6. Acts as a mentor to assigned staff
7. Acts as a float to absent staff to ensure the continuation of care to patients
8. Makes daily, weekly, and monthly productivity reports for self and assigned staff

Secondary Duties as an RNCM (40% of the time)

1. Will serve as the point of contact, advocate, and informational resource for patients, care team, family/caregiver(s), and community resources.
 2. Develops a plan of care in coordination with the patient, primary care provider, and family/caregiver(s) utilizing clinical quality indicators for all patients on caseload, including but not limited to patients diagnosed with cancer, hypertension, diabetes, comorbidities, etc.
 3. Regularly evaluates plans of care with patients, providers, and care team as needed develops mutually agreed upon goals and provides patient/family education and behavior change coaching.
 4. Works collaboratively with the health care team, including the clinicians, pharmacists, behavioral health specialists, Licensed Clinical Social Worker, Community Health Registered Nurse, and other professional staff.
 5. Manages and coordinates all care transitions, including communication of care plan to all providers in all care settings (ED, hospital, rehabilitation facility, nursing home, home care, and specialist).
 6. Ensures care coordination is implemented and managed to improve continuity and quality of care.
 7. Will facilitates patient and caregiver access to community resources relevant to patient's needs, including referrals to transportation programs, Meals on Wheels, senior centers, Elder Care Program, etc.
 8. Will provide direct caregiver support, including ad hoc telephone advice.
 9. Increases continuity of care by managing relationships with tertiary care providers, transitions-in-care, and referrals.
 10. Encourages patients to take an active role in maintaining and/or improving their physical and mental health.
 11. Completes documentation of all patient encounters and care coordination activities in the electronic health record promptly and appropriately.
 12. Attends meetings as assigned and participates in Quality Improvement activities.
 13. Participates in community activities designed to promote Tribal Health, community health, and education.
 14. Recognizes urgent/emergent patient situations and initiates emergency medical procedures according to scope.
 15. The work schedule is not always reflective of a typical 8hr day and will require staggering scheduling to serve patient care needs better.
 16. Performs other duties assigned.
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Bachelor's degree in Nursing, with preference to a Master's degree in Nursing or related field
- Current, unrestricted Registered Nurse License from the State of Montana or compact state.
- Three years nursing experience, chronic disease management preferred
- Must have at least three years of supervisory/management experience, administration experience preferred
- Basic Life Support certification preferred, required within 6 months of employment
- Advanced Cardiac Life Support preferred
- Certificate in Care Coordination preferred, required within one (1) year of employment.
- Must have valid Driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, 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@cskt.org

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

FOR MORE INFORMATION: Contact Jamie Cahoon at THD (406) 675-2700 Ext. #5046