

**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
E-mail: melanie.piedalue@cskt.org**

*****VACANCY ANNOUNCEMENT*****

TITLE: Office Manager – (1 or more positions in Arlee and Hot Springs)
1 Year Temporary Employment Agreement

LOCATION: Tribal Health Department

SALARY: \$14.98 to \$17.32 per hour

CLOSING DATE: Thursday, November 5, 2020 at 5:30 p.m.

SPECIAL CONDITIONS:

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.

- Greets recipients and visitors in a prompt, courteous and helpful manner.
- Provides clerical support for the nursing division as well as multiple other divisions including but not limited to Behavior Health, Community Health, Medical, and fitness centers
- Answers or appropriately redirects questions from patients and the general public regarding services provided in the facility.
- Assists with recipient pharmacy needs as appropriate, including but not limited to entering and maintaining prescription data and dispensing completed and confirmed prescriptions to patients using the current electronic system.
- Maintain and respond to the recipient communication systems, answering overflow phone calls, taking complete and accurate messages.
- Responsible for registering new patients and creating new patient charts per current procedure
- Verify recipient address and telephone number. Obtains copy of insurance and scans into current electronic system.
- Schedules appointments for various Tribal Health clinics and professional staff. Notifies patients of cancellations or changes to their scheduled appointment.
- Checks recipients in and out via the most current check-in and out procedures and established workflows.
- Responsible for maintaining the Department Appointment Report and releasing the clinician's and nurse's templates every 6 months. Prints out daily schedules. Marks cancelled and missed appointments, time changes, etc.
- Responsible to maintain changes to clinician's and nurse's schedules by setting hold time, marking unavailable time and deleting held time.

- Responsible to receive and make calls to medical providers and facilities for the exchange of health information according to HIPAA regulations. Responsible for overseeing incoming/outgoing communication including faxes, email, etc. related to clinic operations.
- Maintains appropriate filing systems relating to clinic. Pulls and issues files promptly as requested by medical and nursing staff following appropriate Health Information Management procedures.
- Makes sure that the external medical record is available for the appointment before patient arrives.
- Runs daily, weekly, and monthly required reports.
- Scans documentation into the corresponding recipient encounter by verifying established work queues.
- Responsible for the day-to-day clerical support of the assigned clinic.
- Maintains work area and identifies safety hazards in the waiting area and reports them to housekeeping supervisor.
- Collaborates with other Tribal Health employees to plan and organize community outreach events.
- May assist in quality improvement measures including but not limited to patient satisfaction and patient complaints.
- Assists with implementing and maintaining Televox
- Attends meetings as requested.
- Complies with all applicable Tribal Health and CSKT policies.
- Is a consistent advocate of the Tribal Health Promise as an integral part of the delivery of health care services

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

Associates Degree in a medical related field or 2 years of related experience and/or training.
Must possess a current Montana driver's license.

- Request position description for a detailed description of desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript.
3. Proof of enrollment from a federally recognized Tribe if other than CSKT.
4. If claiming veteran's preference, a copy of DD214 must be submitted.

SUBMIT ALL OF THE ABOVE TO: Suz Palmer, Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1259.

FOR MORE INFORMATION: Chelsea Kleinmeyer, Tribal Health Department – (406) 675-2700 Ext. #7362