

**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](http://csktribes.org)  
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**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Resident Care Aide (1 or more, Night shift, swing shift, and weekends only, PRN)

**LOCATION:** Tribal Health Department – Polson

**SALARY:** Will be employed under a temporary employment contract  
Level 1 - \$14.05 to \$16.15  
Level 2 - \$14.24 to \$16.37  
Level 3 - \$15.28 to \$17.56

**CLOSING DATE:** Thursday, July 18, 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.**

Resident Care Aides (RCA) performs routine services for residents living in an Assistive Living facility including assistance with bathing, grooming, ambulation and management of personal belongings. The RCA must meet all training, licensure and certification requirements (first aid, CPR, Dementia Care, training available from CSKT Tribal Health) and perform additional duties when approved by the Assisted Living Nurse Manager.

The RCA is responsible to assist residents with activities of daily living, personal hygiene, dressing, ambulating, and bathing. The RCA also communicates with family and participates in activities at the Assistive Living facility or other community activities as appropriate. RCAs will address residents' needs with respect and attention to safety. Actively engage with residents through conversation and companionship. Engage with residents in a manner that promotes their independence and maintains their dignity. RCAs will report any unusual incidents or behaviors to their supervisor's promptly.

Personal Care Duties: RCAs will assist residents with activities of daily living, including but not limited to bathing, grooming, dressing, eating and using the bathroom. Provide stand by assistance with ambulation and transferring from a chair to table etc. RCA may be required to reposition residents every 2 hours or as needed. RCAs will encourage residents to do daily exercises as appropriate. RCAs may be asked to provide medication reminders to residents as determined by the licensed medical staff.

House Keeping Duties: The RCA will clean and service the resident's rooms and common areas, arranges furniture and equipment in an orderly fashion, and keep utility rooms and storage rooms neat, orderly and sufficiently stocked. The RCA maintains housekeeping equipment in a clean and safe manner.

Launderer Duties: The RCA washes, dries and cares for facility linens and residents clothing. The RCA will maintain the linen inventory and order linens as necessary.

Meal Prep: The RCA will assist in preparing scheduled meals, serve food, prepare salads, dish appropriate servings, receives tableware following meals to wash and store, help maintain records as requested and perform other related duties. The RCA may at times be asked to cook but, cooking will not be their main duty.

Other Duties and Responsibilities

- 1) The RCA will follow all proceeds for documentation.
  - 2) The RCA will practice good hygiene and maintain infection control measures at all times.
  - 3) The RCA will complete 12 hours of annual training.
  - 4) The RCA will attend all mandatory staff meetings.
  - 5) The RCA will follow all Tribal Health Policies and Procedures.
  - 6) Other duties assigned
- *Request a copy of position description for full details.*

**MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

Successful applicant must be at least 18 years of age, must possess a valid driver's license, and a High School diploma or general education (GED) preferred, as well as:

Level 1:

- Less than 4 years' experience of caring for elders
- Prefer CPR, first aid and Dementia Care Certification training but not required, must obtain within 6 months of hire, training available by CSKT Tribal Health

Level 2:

- 5 or more years of experience of caring for elders OR is a Certified Nursing Assistant with no work experience
- Prefer CPR, first aid and Dementia Care Certification training but not required, must obtain within 6 months of hire, training available by CSKT Tribal Health

Level 3:

- 10 or more years of experience of caring for elders OR is a Certified Nursing Assistant with 5 years of work experience
- Prefer CPR, first aid and Dementia Care Certification training but not required, must obtain within 6 months of hire, training available by CSKT Tribal Health

**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](mailto:personnel@cskt.org)

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

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