

**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 melanie.piedalue@cskt.org**

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

TITLE: Registered Nurse Care Manager

LOCATION: Tribal Health Department - Polson

SALARY: \$28.17 - \$32.38 per hour plus benefits, may be employed under contract

CLOSING DATE: Thursday, May 2, 2024 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

Position is 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 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 RNCM is responsible for supporting and coordinating the medical care of patients on an assigned patient caseload with the patients' medical provider and, when appropriate other behavioral health providers. The RNCM ensures Tribal Health patients receive quality patient-centered care that is timely, appropriate, cost-effective, sensitive, and coordinated to achieve desired clinical outcomes.

RNCM Duties (100% of the time):

- Will serve as the point of contact, advocate, and informational resource for patients, care team, family/caregiver(s), and community resources.
- 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.
- 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.
- Will work collaboratively with the care team, including the clinicians, pharmacists, behavioral health specialists, social worker, and other professional staff.
- Will assist and coordinate care transitions, including communication of care plan to all providers in all care settings (ED, hospital, rehabilitation facility, nursing home, home care, and specialist).
- Ensures care coordination is implemented and managed to improve continuity and quality of care.
- Will provide direct caregiver support.

- Increases continuity of care by managing relationships with tertiary care providers, transitions-in-care, and referrals.
- Encourages patients to take an active role in maintaining and/or improving their physical health.
- Completes documentation of all patient encounters and care coordination activities in the electronic health record promptly and appropriately.
- Actively participates in meetings as assigned and participates in Quality Improvement activities.
- Participates in community activities designed to promote Tribal Health, community health, and education, as needed
- Recognizes urgent/emergent patient situations and initiates emergency medical procedures according to scope.
- The work schedule is not always reflective of a typical 8hr day and will require staggering scheduling to serve patient care needs better.
- Performs others duties assigned

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

- Graduate of an accredited school of nursing.
- Current, unrestricted Registered Nurse license from the State of Montana or compact state.
- Preference in having one year nursing experience
- Basic Life Support certification.
- Advanced Cardiac Life Support preferred.
- Certification in Care Coordination is preferred, required within one (1) year of employment.
- Must possess a valid driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, 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 DISQUALIFICATION DURING THE SCREENING PROCESS

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