

**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:** Physical Therapy Aide

**LOCATION:** Tribal Health Department – Ronan

**SALARY:** \$21.00/hour  
1 Year Temporary employment agreement

**CLOSING DATE:** Thursday, January 16, 2025 at 5:30 p.m. MST

**SPECIAL CONDITIONS:**

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. The successful applicant will be required to serve a mandatory six month probationary period.**

This position is located in the Flathead Tribal Health Centers and Fitness Centers. The purpose of the Rehabilitation Aide is to provide administrative and clinical support to the PT Program. The Physical Therapy Aide also provides assistance to other clinical staff or programs to ensure compliance with established regulations, guidelines, policies and procedures. Specific duties include, but are not limited to:

- Provides administrative/clerical work in support of the Physical Therapy Program as needed. This includes phone communications, messages, communicating with physicians and other clinicians, scheduling, speaking with clients, faxes, mail, and appropriate paperwork.
- Assist in patient care at the discretion of a licensed PT, or PTA.
- Cleaning clinic according to universal precautions.
- Inventory stock and prepare ordering.
- Coordinate with other departments on referrals, policies, and any assistance needed for THD.
- Exchanges patient medical information and other technical information that requires tact, judgment, and sensitivity.
- Participates in department and program development, extended and quality improvement assessment as required.

- Comply with all department and service policy and procedures as required
- Perform other duties as assigned including participating in community events, and fitness/wellness classes.

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

- Must be certified or be willing to obtain CPR/First Aid training.
- Blood Borne Pathogens training annually.
- Customer service skills highly preferred
- Must be prompt and extremely conscientious.
- Must be reliable and able to work independently
- Must possess or be eligible for a valid driver's license or otherwise be able to reliably travel to different locations as needed.
- This position is subject to a background check in accordance with Public Law 1101-630.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copies of relevant academic transcripts, training certificates, and licensure.
3. Copy of a current valid driver's license.
4. Proof of enrollment in a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of the 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:** Personnel Office, PO Box 278, Pablo MT 59855, telephone (406) 675-2700 Ext. #1040 or [personnel@cskt.org](mailto:personnel@cskt.org)

**FOR MORE INFORMATION:** Contact Jason Krumbeck at 406-675-2700 ext. 5084