

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
PO BOX 278
PABLO MT 59855
(406) 675-2700
PERSONNEL OFFICE FAX: (406) 226-2562
E-mail melanie.piedalue@cskt.org
WEBSITE ADDRESS: csktribes.org**

******V A C A N C Y A N N O U N C E M E N T******

TITLE: Public Health Nurse Assistant

LOCATION: Tribal Health Department – Location negotiable

SALARY: \$17.03 to \$19.57 per hour, plus benefits
May be employed under contract

CLOSING DATE: Thursday, January 2, 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 and serve a mandatory six (6) month probationary period.**

The Public Health Nurse Assistant provides essential operational support to the Public Health Division, playing a critical role in the planning, implementation, and coordination of public health programs and initiatives. This position collaborates closely with public health professionals, community partners, and stakeholders to advance the health and well-being of the population.

Outreach:

- Cultivate strong professional relationships with internal THD customers, collaborators, and external stakeholders to ensure productive outreach efforts.

Communicable Disease:

- Collaborate with the Public Health Nurse to locate and engage patients with positive test results for sexually transmitted infections (STIs) and other communicable disease, as well as contacts, through home visits, phone calls, or confidential correspondence.
- Support STI and communicable disease screening events by assisting patients with paperwork, vital signs, lab collection, lab sample processing, and follow-up communications regarding test results.

Immunizations:

- Participate in immunization events, manage consent paperwork, document in current Electronic Health Record, and maintain accurate data in the Montana imMTrax database.

Clinical Support:

- Provide healthcare support services during Shared Medical Appointments (SMAs), including but not limited to:
 - Coordinate recruitment, retention, and scheduling of patients for SMAs.
 - Coordinate resources and tools used to implement SMAs.
 - Assisting with patient intake and preparation for group medical visits.
 - Obtaining required vital signs and any necessary lab work.
 - Coordinating and facilitating patient education and communication during group appointments.
- Assist with community screening events.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Certified Medical Assistant or Licensed Practical Nurse
- Associates degree in a health-related field.
- 2 years' experience working in healthcare preferred
- Valid and unrestricted driver's license.
- Heartsaver CPR or BLS within 30 days of hire
- ACLM Intro to Lifestyle Medicine and Food as Medicine Essentials Bundle Course within 30 days of hire, or similar course as assigned by supervisor
- ICS 100, 200, 700, 800 within 1 year of hire

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

1. Completed Tribal employment application.
2. Copies of relevant degree/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

FOR MORE INFORMATION:

Contact Chelsea Kleinmeyer at 406-675-2700 ext. 7362