

**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: [cskt.org/personnel](http://cskt.org/personnel)  
E-mail [melanie.piedalue@cskt.org](mailto:melanie.piedalue@cskt.org)**

**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Direct Care Registration Coordinator - 1 or more positions  
**LOCATION:** Tribal Health Department – Ronan, Polson  
**SALARY:** Level 1 - \$15.10 - \$17.36 per hour, plus benefits  
Level 2 - \$16.66 - \$19.15 May be employed under contract  
**CLOSING DATE:** Monday, April 21, 2025 at 5:30 p.m. (MST)

**GENERAL DESCRIPTION OF WORK:**

The Direct Care Registration Coordinator is a full-time position, with the responsibility of providing administrative support to the Tribal Health medical staff including physicians, physician assistants, nurse practitioners, nursing, administrative staff and other allied health professionals.

The main objectives of the position are to work directly with the Health Care Resource Division Manager and Medical Office Manager in the following areas.

- Responsible for patient registration and appointment scheduling for various Tribal Health clinics.
- Daily communication with patients and visitors via in-person, telephone, and text.
- 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.
- Run daily, weekly, and monthly required reports.
- Assists in quality improvement measures including but not limited to patient satisfaction and patient complaints.
- Answers or appropriately redirects questions from patients and the general public regarding services provided in the facility.
- Maintain and respond to the recipient communication systems, answering overflow phone calls, taking complete and accurate messages.
- Maintain appropriate filing systems relating to clinic and following Health Information Management procedures.
- Attend meetings or trainings 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.
- Other duties as assigned.

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

Must have a valid driver's license and must pass a background and suitability check according to Public Law 101-630; the Indian Child Protection and Family Violence Prevention Act. As well as the following for:

**Level 1** - High school diploma or GED and some experience is preferred

**Level 2** - Associates Degree in a medical related field and 2 years of related experience and/or training.

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

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

**FOR MORE INFORMATION: Contact Gloria Quiver at THD (406) 675-2700 Ext. #7319**