

**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
E-mail: shelley.grenier@cskt.org**

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

TITLE: Registered Nurse
(May be hired on Contract)

LOCATION: Department of Human Resource Development
Elderly Services Division

SALARY: \$30.22 to \$34.73 per hour

CLOSING DATE: Monday, June 2, 2025 at 5:30 p.m.

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. A favorable determination from a completed Background Investigation is required before your placement in this position. *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 Registered Nurse maintains ongoing contact and communication with up to 50+ Home Care Providers by making daily/weekly home visits to recipients' homes, completing initial and renewal assessments to include in-home care services, mental health issues, and capacity issues.

DUTIES:

- Collaborates in home service delivery for multi-problem patients and families; promotes the integration of social services and nursing care with existing health care mechanisms. Provides administrative and technical monitoring of the Elderly Home Care Providers who are contract employees.
- Allocates healthcare intervention services to patients and families encountering acute health-related stresses.
- Participates in assessing physical and psychosocial aspects of care for patients with disabilities and acute/chronic illnesses.
- Receive referrals from THD nurses for documentation of need and complete an assessment. Coordinates the Home Care Providers and coordinates/approves the hours to be completed with the nurse's referral. The Program Manager has the option to reduce or increase the hours initially allocated, depending on improved or declined health. The nurse may complete some annual reassessments as needed.
- Maintains ongoing medical/technical advice for patients receiving Home Care Services. This is accomplished by requiring individual home visits and input from other involved professionals.
- Provides patient advocacy as required.
- Coordinates with the THD nursing staff and others in developing the plan of care for Home Care Provider Services following initial assessment and as care requirements change.
- Assesses family capabilities and the need to supplement family care plans as needed. Home Care services are not to supplant or displace family responsibility.
- Teaches specific procedures involved in activities of daily living skills to the patient, family, and Home Care Provider as indicated by the patient's medical needs.

- Helps with the maintenance of individual elder case records/files. Requirements include the following: (1) application form; (2) initial care assessment; (3) 30-day review report from the program manager indicating required home visit; (4) verification of eligibility status for Medicaid and or Medicare; (5) documentation of coordination on meals, nursing services, etc.
- The nurse uses the required software program for patient notes and updates.
- A monthly report is required for the DHRD Department Head, Tribal Health Department Head, Program Manager Supervisor using a database format: Elder's name, date of initial care assessment, hours or days allocated, 30-day review by manager (date), Medicaid eligible, etc.
- Collaborates with the Elderly Services Division Manager on all nonmedical support services for budgeting resources.
- The nurse may provide crisis advice to homecare providers in times of emergency for homecare providers and clients.
- Ability to work with lay workers and CNAs to enhance their skills, guide their growth as workers, and ensure policy compliance.

MINIMUM QUALIFICATIONS (AS REFLECTED ON THE TRIBAL EMPLOYMENT APPLICATION)

- Incumbent must be an R.N. (Registered Nurse), and it is preferred that they have a minimum 3 years work experience in a field that encompasses social work, administration, budget management, case management, supervision, and/or health-related training.
- Valid Montana Driver's License
- Specialized training and/or a minimum three years of experience in client advocacy, supervision, and professional case management are desired.
- Attention to detail, and continuous assessment and modification of the plan of care. Must be able to intervene when appropriate in crises.
- Must have the skill to motivate workers/families and work with professionals in elder care, health care, and the legal system.
- Must demonstrate successful supervisory and assessment skills, and educate Home Care Providers in safe techniques and specific areas related to the patient's needs.
- Must have experience managing a paraprofessional staff of 10 or more or 10 or more patients.
- Shall be designated as part of the CSKT random drug test pool;
- Must pass a required character and background verification for working with elders/vulnerable adults;
- Must adhere to CSKT Social Media Policy and Tribal resolutions regarding code of conduct;
- Must sign confidentiality agreement as part of work standards.
- Will be on initial job probation status for six months.

✚ **Interested applicants may obtain further information by requesting a copy of the full position description from the Tribal Personnel Office (406) 675-2700 Ext. 1259/1040.**

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts and training certificates.
3. Copy of current valid driver's license.
4. Proof of enrollment from a federally recognized Tribe, if other than CSKT.
5. Copy of the DD214 form if claiming veteran's preference.

<p>FAILURE TO SUBMIT COPIES OF THE ABOVE DOCUMENTATION MAY RESULT IN THE DISQUALIFICATION OF YOUR APPLICATION FROM THE SCREENING PROCESS.</p>
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SUBMIT ALL OF THE ABOVE TO: Personnel Office, PO Box 278, Pablo, MT 59855, Telephone (406) 675-2700 Ext. 1259/1040 or Email personnel@cskt.org or Fax (406) 675-2711. **FOR MORE**

INFORMATION: Contact: Diane Matt, Trust Manager Specialist/Elders Assistant Division Manager @ 675-2700 Ext. #1303