

**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: www.cskt.org/personnel
E-mail: melanie.piedalue@cskt.org**

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

TITLE: Clinic Nurse (ASN – Level 1 – 4, BSN – Level 1-4) (1 or more positions)

LOCATION: Tribal Health Department - (Polson)

SALARY: Clinic Nurse – May be employed under contract – (rate per hour plus benefits)
ASN Level 1 - \$30.90 to \$35.52 ASN Level 2 - \$31.47 to \$36.17
ASN Level 3 - \$32.58 to \$37.45 ASN Level 4 - \$33.23 to \$38.19
BSN Level 1 - \$33.82 to \$38.87 BSN Level 2 - \$34.34 to \$39.47
BSN Level 3 - \$35.77 to \$41.11 BSN Level 4 - \$36.46 to \$41.91

CLOSING DATE: Monday, May 19, 2025 @ 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position 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 (6) month probationary period.**

The Clinic Nurse, under direction, performs professional ambulatory nursing duties for outpatient clinical areas; treat and educate patients, their families, and the public regarding various medical conditions. This position records medical histories and symptoms, performs diagnostic tests and analyze results, operate medical equipment, administer treatment and medications, make assessments and create care plans, perform care coordination and care management. Ambulatory clinic nurses participate actively in the team-based care model; provide lead direction to other nursing and paraprofessional personnel and perform other duties as assigned/required by the assigned ambulatory clinical setting. Other essential duties include:

- Organizes, supervises, makes adjustments, and accepts responsibility for the quality of care provided to patients and family members.
- Participates in the implementation of patient care standards, infection control standards, and quality improvement standards.
- Provides patient-centered care that is respectful of, and responsive to, individual patient preferences, needs, and values.
- Provides and promotes excellence in service delivery for internal and external relationships.
- Performs clinical nursing care following prescribed roles, policies, protocols, and procedures.
- Collaborates with patients and other healthcare providers to deliver coordinated, high quality care.
- Completes patient assessments and triage, records patient histories, symptoms, and observations.
- Pre-charting and scrubbing actions to prepare for patient visits to include updating patient information, missing information, etc.
- Clinical skills include but are not limited to rooming patients, vital signs, point of care testing, point of care quality control, lab quality control and quality assurance, etc.
- Manage clinic supply inventory, ordering, re-ordering, monitoring for out-dates, medication stock/supply, etc.
- Administers medications, immunizations, performs medication reconciliation. Titrates medications and manages refills per clinical guidelines.
- Provides clinical support, care coordination and direct care management including patient education, goal setting, and self-management teaching and coaching.
- Effectively utilizes population health methodologies to include patient registries, in-reach/outreach practices, care protocols, and team-based care to improve patient and population outcomes.

- Provides care coordination of patient-centered care, based on evidence-based guidelines; coordination of patient's health care needs and treatment recommendations to establish and maintain care plans jointly created with and managed by patient, family, and care team.
- Performs accurate assessment of patient conditions (face to face or through telephone triage, etc.)
- Critically evaluates and uses good judgment in unusual or emergent situations.
- Request position description for a detailed description of desirable qualifications.

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

Required

- Completion of a nursing degree from an accredited program, associate's degree (ASN) or bachelor's degree (BSN). Current Montana State RN License, Basic Life Support certification (for level 1,2 required); Advanced Cardiovascular Life Support (for Level 2 (preferred), Level 3 (required)). Existing or new National Provider Number. Valid Driver's License.

ASN

Level 1. New graduate from the program to 3 years of experience.

Level 2. 3-5 years of experience.

Level 3. 5-10 years of experience.

Level 4. 10-15 years of experience.

BSN

Level 1. New graduate from the program to 3 years of experience.

Level 2. 3-5 years of experience.

Level 3. 5-10 years of experience.

Level 4. 10-15 years of experience.

Preferred experience:

- Knowledge with confidential departments.
- Experienced with electronic health record applications.
- Medical terminology and understanding healthcare workflows.
- Knowledge of electronic prescribing programs and software.
- Knowledge of behavioral health software and documentation processes.

All applicants must be proficient and have a strong working knowledge of electronic health record systems, clinical software, and Microsoft Office applications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of degree/relevant academic transcripts and certifications.
3. Copy of current licensure.
4. Copy of current valid driver's license.
5. Proof of enrollment from a federally recognized Tribe if other than CSKT.
6. If claiming veteran's preference, a copy of 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 IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS.

FOR MORE INFORMATION: Contact Bernadette Corum @ (406)675-2700 Ext. 5114