

**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 melanie.piedalue@cskt.org**

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

TITLE: Office Manager (Medical) - 1 or more positions

LOCATION: Tribal Health Department – Ronan, Polson

SALARY: Level 1 - \$17.60 - \$20.23 per hour, plus benefits - May be employed under contract
Level 2 - \$18.30 - \$21.03

CLOSING DATE: Tuesday, May 27, 2025 at 5:30 p.m. (MST)

GENERAL DESCRIPTION OF WORK:

The Office Manager 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 Medical Director and Medical Clinic Practice Manager in the following areas.

- Schedule all medical appointments
- Check in process
- Assist with Registration as needed
- Build and maintain monthly Provider schedule
- Provides clerical support for the medical division related to patient care such as but not limited faxing, obtaining medical records prior to office visits.
- Maintains scheduling templates for Medical Staff. Continuously updating schedule to reflect PTO/hold times for medical providers and nursing.
- 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.
- Runs daily, weekly, and monthly required reports.
- Assists in ordering clinic supplies.
- 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 recipient, nursing, and provider communication with MyChart and EPIC systems.
- Receive all Medical Division phone calls, and forwarding complete and accurate messages within the EPIC system.
- Attends meetings 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):

- Level 1- Associates Degree in a medical related field or 2 years of related experience and/or training.
- Level 2- Bachelor's Degree in a medical related field or 4 years of related experience and/or training.
- Valid and unrestricted driver's license.

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

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

FOR MORE INFORMATION: Contact Angela Grant at THD (406) 675-2700 Ext. #5008