

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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******V A C A N C Y A N N O U N C E M E N T******

TITLE: Registered Nurse Care Manager

LOCATION: Tribal Health Department (Ronan)

SALARY: Negotiable DOE, plus benefits (may be employed under contract)

CLOSING DATE: Monday, March 16, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and subject to random drug testing. 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. Must pass a background and suitability check according to Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

The RNCM is a core member of the collaborative care team, including the patients' medical provider, behavioral health provider, and the larger primary care team. The RNCM is responsible for supporting and coordinating the medical care of patients on an assigned patient caseload with the patients' medical provider and, when appropriate other behavioral health providers. The RNCM ensures Tribal Health patients receive quality patient-centered care that is timely, appropriate, cost-effective, sensitive, and coordinated to achieve desired clinical outcomes.

RNCM Duties (100% of the time):

- Will serve as the point of contact, advocate, and informational resource for patients, care team, family/caregiver(s), and community resources.
- Develops a plan of care in coordination with the patient, primary care provider, and family/caregiver(s) utilizing clinical quality indicators for all patients on caseload, including but not limited to patients diagnosed with cancer, hypertension, diabetes, comorbidities, etc.
- Regularly evaluates plans of care with patients, providers, and care team as needed develops mutually agreed upon goals and provides patient/family education and behavior change coaching.
- Will work collaboratively with the care team, including the clinicians, pharmacists, behavioral health specialists, social worker, and other professional staff.
- Will assist and coordinate care transitions, including communication of care plan to all providers in all care settings (ED, hospital, rehabilitation facility, nursing home, home care, and specialist).
- Ensures care coordination is implemented and managed to improve continuity and quality of care.
- Will provide direct caregiver support.
- Increases continuity of care by managing relationships with tertiary care providers, transitions-in-care, and referrals.
- Encourages patients to take an active role in maintaining and/or improving their physical health.
- Completes documentation of all patient encounters and care coordination activities in the electronic health record promptly and appropriately.
- Actively participates in meetings as assigned and participates in Quality Improvement activities.
- Participates in community activities designed to promote Tribal Health, community health, and education, as needed
- Recognizes urgent/emergent patient situations and initiates emergency medical procedures according to scope.

- The work schedule is not always reflective of a typical 8hr day and will require staggering scheduling to serve patient care needs better.
- Performs others duties assigned

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

Must possess a valid driver's license as well as the following:

For Level 1:

- Graduate of an accredited school of nursing, with an Associate of Science in Nursing (ASN)
- Current, unrestricted RN license from the State of Montana or compact state.
- Preference in having one year nursing experience
- Basic Life Support (BLS) certification.
- Advanced Cardiac Life Support (ACLS) preferred.
- Certification in Care Coordination is preferred, required within one (1) year of employment.
- Ambulatory Care Nursing Certification (AMB-BC) preferred
- Existing or new National Provider Number

For Level 2:

- Graduate of an accredited school of nursing, Bachelor of Science in Nursing (BSN)
- Current, unrestricted RN license from the State of Montana or compact state.
- Preference in having one year nursing experience
- Basic Life Support (BLS) certification.
- Advanced Cardiac Life Support (ACLS) preferred.
- Certification in Care Coordination is preferred, required within one (1) year of employment.
- Ambulatory Care Nursing Certification (AMB-BC) preferred
- Existing or new National Provider Number

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request position description for a detailed description of desirable qualifications.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcript, certificates and licensure
3. Copy of valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

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

SUBMIT ALL OF THE ABOVE TO: Tribal Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1040 or personnel@cskt.org .

FOR MORE INFORMATION: Jamie Cahoon, Tribal Health Department – (406) 675-2700 Ext. #5046

