

**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:** TCC Social Advocate

**LOCATION:** Tribal Health Department – Ronan, Polson

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

**CLOSING DATE:** Monday, April 13, 2026 at 5:30 p.m. (MST)

This 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 and serve a mandatory six (6) month probationary period.**

The Tribal Care Coordination (TCC) Social Advocate will be a part of an integrated, community-based, patient-centered care team. The TCC Social Advocate will coordinate recipient care in collaboration with the recipient's health care team, including the primary care provider, registered nurse, behavioral health care managers, and other team members. The teams are committed to ensuring Tribal Health recipients receive high-quality health care grounded in the CSKT Tribal values.

The role of the TCC Social Advocate is to provide social services and support to recipients of TH. The duties include the following:

- Will conduct initial assessments of the recipient's situation to determine needs and goals to formulate a care plan for each recipient.
- Research and advocate for appropriate public and/or tribal assistance resources for recipients
- Communicate with recipient's care teams on progress
- Assisting recipients in receiving services by telephone or in-person to best help the recipient
- Getting recipients involved in the beneficial community, tribal or group activities
- Contacting and making referrals to community or tribal agencies and services
- Maintain accurate records and preparing monthly reports
- Will actively participate in training and meetings.
- Watch for and/or report signs of abuse to appropriate referral services.
- Assist recipients in filling out public/tribal assistance paperwork
- Organize and lead food bank transportation for recipients
- Organize and lead social education classes on filling out applications
- Assist the recipient in finding financial assistance, legal aid, housing, job placement, education, and other social service programs
- Assist in care coordination with the family and caregivers
- Maintains recipient's records in the electronic health record, as appropriate

- Makes care plans for recipients that best reflect the needs of the recipient
- The work schedule is not always reflective of a typical 8hr day and will require staggering scheduling to serve patient care needs better.
- Implement social, educational programs as directed by the Lead Social Advocate
- Perform other duties as assigned.
- *Request a copy of position description for full details.*

**MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:**

- Bachelor's degree in either Social Work, Health & Human Services, Community Services or related field
- At least one year working in customer service
- Care Coordination Certificate within six months of hire.
- Must have Basic Life Support for Healthcare providers within three months of employment.
- Must possess a valid driver's license.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, etc.
3. Copy of driver's license.
4. 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 MAY RESULT IN DISQUALIFICATION DURING THE SCREENING PROCESS**

**FOR MORE INFORMATION: Contact JaNeal McDonald at THD (406) 675-2700 Ext. #5041.**