

**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: cslt.org/personnel
E-mail melanie.piedaloe@cslt.org**

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

TITLE: Behavioral Health Directors Assistant

LOCATION: Tribal Health Department – St. Ignatius

SALARY: May be employed under contract
Level 1 - \$18.46 to \$21.22
Level 2 - \$19.76 to \$22.71
Level 3 - \$20.40 to \$23.45

CLOSING DATE: Monday, May 4, 2026 at 5:30 p.m. (MST)

This is not 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 TBH Director’s Assistant is an active part of the Tribal Behavioral Health Division. Their main responsibility will be to support the TBH director in planning, implementing and monitoring progress of the division’s goals and objectives. They will play a crucial role in supporting the efficient functioning of a behavioral health department. This position involves a combination of administrative, clerical, and customer service responsibilities to ensure smooth operations and optimal patient care within the behavioral health setting.

- Provide administrative support
 - Answer and direct phone calls
 - Organize and schedule meetings
 - Keep the daily appointment schedule of the BH Director
 - Assist in making and distributing agendas
 - Taking detailed meeting minutes
 - Maintains contact list
 - Produces and distribute correspondence memos, letters, faxes, emails, and forms
 - Assist in the preparation and distribution of reports, presentations, and other materials as needed
 - Assist in maintaining and updating policies, procedures, and forms related to administrative and clinical tasks
 - Attends meetings with TBH BH Director, as appropriate
- Patient-facing duties
 - Greet and assist patients when office managers are unavailable, ensuring a welcoming and supportive environment

- Collect and verify patient information, referring patient to appropriate services when necessary (i.e., patient registration, Medicaid registration)
- Schedule and confirm patient appointments and follow-up visits when office managers are unavailable
- Ensure compliance with HIPAA regulations and maintain strict confidentiality of patient information
- Assists in the preparation of regularly scheduled reports
- Develops and maintains filing systems
- In charge of all TBH GSAs
- Enters data into various electronic platforms (i.e EPIC, Excel, Word, SmartSheet)
- Assist in the organization, planning, and implementation of staff development (i.e. trainings, retreats, etc.)
- Assist in the organization, planning, and implementation of community outreach events
- Attendance at outreach and training events (may occur outside of typical work hours)
- Assist in sustaining, promoting, planning and implementation of division goals and objectives
- Adhere to and encourage compliance with CSKT policies
- Adhere to and assist in implementing compliance to TBH division protocols and policies
- Performs other duties as assigned
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Successful applicant must possess a valid driver's license, as well as the following:
- Level One: High school diploma or equivalent (GED, HiSET) AND five years' experience providing administrative support in a medical, behavioral health, or community health setting.
- Level Two: Associate's degree (Business Administration preferred but not required) and two years' experience providing administrative support in a medical, behavioral health, or community health setting.
- Level Three: Bachelor's degree (Business Administration, Psychology, Public Health, Tribal Governance and Tribal Administration, preferred but not required) and two years' experience providing administrative support in a medical, behavioral health, or community health setting.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, 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@cstk.org

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

FOR MORE INFORMATION: Contact Desiree Fox at THD (406) 675-2700 Ext. #5057