

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

**TITLE:** Clinic Nurse Manager

**LOCATION:** Tribal Health Department - Location Negotiable

**SALARY:** \$40.80 - \$46.90 per hour, may be employed under contract

**CLOSING DATE:** Monday, June 1, 2026 at 5:30 p.m. (MST)

**SPECIAL CONDITIONS:**

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 Nursing Manager, in collaboration with the Medical Director and the Practice Care Manager, will work to assure the delivery of quality patient care and compliance with all applicable standards. The Nursing Manager will be responsible for the technical supervision of all TH clinical nursing staff as well as all other clinical support staff (Medical Assistants (MA) and lab). The Nursing Manager will be responsible for the development of nursing policies and procedures and ongoing training and evaluation of the nursing personnel and clinical support staff.

**Essential Duties and Responsibilities:**

1. Supports and implements the organization's vision, mission and values.
2. Assures excellent customer service at all times; internal and external customers
3. Determines priorities and method of completing daily workload to ensure that all responsibilities are carried out in a timely manner.
4. Manages all aspects of nursing care and clinical support Including MA's; Supervises coordination of adequate staffing, scheduling of nursing and clinical support.
5. Ensures the implementation of effective systems for triaging patient calls, same day patients and handling various levels of acuity.
6. Overseas and ensures consistent supplies for each Tribal Health medical clinic.
7. Acts as patient advocate and coordinates as appropriate with others to facilitate the best possible medical outcomes.
8. prepares, develops, and maintains the health centers medical, nursing and clinical support protocols and workflows to ensure evidenced based and consistent patient care

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

- Current Registered Nursing license in good standing- must be maintained after hire.
- A Bachelor's of Science in Nursing and/or Masters in Nursing.
- Minimum of 3 years of clinical experience.
- At least 2 years' experience in Nursing Administrative duties.
- Current CPR Certification or ability to become certified prior to working in a patient care environment.

- Must have valid Montana State driver's license.
- Experience with the administration and management of competencies.

Preferred:

- Master's degree in nursing and a minimum of five years' direct relevant clinical work experience preferred.
- Two to four years' experience in a supervisory or management role of staff in a healthcare environment and working in an outpatient setting, preferably in a community healthcare or family practice environment.
- Prior experience with accreditation.
- Prior experience with Patient Centered Medical Home model of care delivery.
- Prior experience with establishing written policies & procedures.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of academic transcripts and certifications
3. Copy of current licensure
4. Copy of valid driver's license.
5. If claiming Tribal Preference, Proof of enrollment from a federally recognized Tribe if not from CSKT.
6. 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 WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS**

**FOR MORE INFORMATION: Contact Jake Proctor at THD (406) 675-2700 Ext. #5135**