

**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: Community Health Representative

LOCATION: Tribal Health Department (St. Ignatius, MT)

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

CLOSING DATE: Monday, June 8, 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.

The Community Health Representative (CHR) is an active member of the Tribal Health Community Health teams, linking recipients to the resources and services they need to meet their highest quality of life.

CHR provides direct recipients care 100% of the time:

- Communicates to recipients the services provided by Tribal Care Coordination Division (TCC) and the impact it may have on their wellbeing.
- Helps recipients identify socio-economic issues that affect their overall health and works with their care team to navigate barriers.
- Documents all recipients' encounters in the appropriate electronic health record within the appropriate amount of time.
- Complete and submit monthly reports as required.
- Coach recipient in effective management of their chronic health conditions and self-care.
- Assists recipients in understanding care plans and instructions.
- Motivates recipients to be active and engaged participants in their health and overall wellbeing.
- Provides support and advocacy by assisting recipients to navigate health and social service systems and resources to include but not limited to: accompanying recipients to health related appointments, coordination of health appointments, building rapport and trust with patient/family
- Continuously expands knowledge and understanding of community resources and services.
- Facilitates recipient's access to community resources, including housing, food, clothing, education resources regarding life skills, and mental health services.
- Assist recipients in utilizing community services, including scheduling appointments with social services agencies and assisting with completion of applications for programs which they may be eligible.
- Facilitates communication and coordinates services between providers and recipient. Coordinates and monitors services, including tracking of recipient's adherence to care plan objectives.

- Serves as a cultural liaison between recipient and nontribal organizations. Maintains communication with TCC team members as needed to ensure collaborative, comprehensive care coordination.
- Conducts home visits independently or with fellow TCC team member as applicable.
- Under the direction and supervision of a registered nurse, the Community Health Representative obtains vital signs, height and weight measurements, and finger stick blood glucose.
- The Community Health Representative informs the teams on the factors that affect the health of the communities in which they serve, assists the team in assessing the health status of the community, and identifies assets and resources that can be used for improving the health of the community.
- The Community Health Representative builds and maintains a respectful working relationship with the Kootenai Culture Committee, Salish and Pend d' Oreille Culture Committee, Elders Committees, and other CSKT departments, programs and resources.
- The Community Health Representative promotes health and wellness, being mindful of traditional methods, including the planning and implementation of community-based and reservation-wide activities.
- Other duties as assigned.

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

- A minimum of 2-years' experience working in the health care setting **OR** Proof of a Certified Nursing Assistant course completion with a minimum of 1-year work as a nursing assistant.
- Valid and unrestricted driver's license.
- Heartsaver CPR or BLS within six months of hire
- Experience with an electronic health record preferred.

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: Kaylee Kelch, Tribal Health Department – (406) 675-2700 Ext. #6168