

**CONFEDERATED SALISH AND KOOTENAI TRIBES
OF THE FLATHEAD NATION
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*****VACANCY ANNOUNCEMENT*****

TITLE: Medical Practice Manager

LOCATION: Tribal Health Department - Location Negotiable

SALARY: \$30.63 - \$35.21 (Bachelor's Level) per hour, may be employed under contract
\$34.91 - \$40.13 (Master's Level)

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

SPECIAL CONDITIONS:

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 Medical Practice Manager is a full-time position, with the responsibility of providing coordination and support to the Tribal Health medical staff including physicians, physician assistants, nurse practitioners, nursing and administrative staff and other allied health professionals. The main objectives of the position are to work directly with the Medical Division Director to coordinate all medical clinic activities to develop a cohesive network of clinics and clinicians providing health care to the patients of Tribal Health and foster clinical and organizational excellence. The Practice Manager plays a pivotal role in ensuring the smooth functioning of the multispecialty clinics, demonstrating exceptional leadership abilities, business management expertise, and a range of skills that are not easily taught. This position requires a commitment to optimizing the clinic's performance while maintaining the commitment to excellent patient care. The position also interacts closely with other senior management team members to drive the success of tribal health initiatives, practice development and key organizational goals. The Practice Manager is responsible for implementing division-level operational priorities and systems and for escalating issues through defined management channels rather than managing day-to-day clinic-level issues directly.

Practice Organization

- Coordinate, plan and monitor staff activities to ensure efficient service to patients and support to partners.
- Oversight of daily operations through assigned managers and leads, such as staff assignments/scheduling and monitor effectiveness and adequacy of coverage.
- Planning- Goal to optimize current clinic operations to provide the most patient access and vision to see opportunities for growth throughout the Flathead Reservation.
- Monitor health care providers' metrics to meet or exceed current medical activities to ensure efficient service to patients and support to partners.

- Collect, process and participate in development of new policies and procedures to aid and improve practice organization and provision of services to patients in accordance with the mission and vision of Tribal Health.
- Oversee the coordination of ordering of medical supplies and other equipment/supplies utilized by clinical staff in a fiscally responsible manner.
- Work closely with other Allied Health Departments (e.g. Public Health, Pharmacy, Physical Therapy, Behavioral Health, Dental, Optometry, Public Health, etc.) and professionals within Tribal Health to coordinate systems of referral, patient flow, patient care and satisfaction.
- Function as the Liaison between THD Clinics and outside facilities to ensure quality communication and patient care, including any research projects THD participates in.
- Oversees patient complaint and incident management processes involving Medical staff and ensures appropriate escalation and resolution.

Staff Management

- Supervision of referral coordinators and office manager(s), **with responsibility for setting standards, expectations, and escalation pathways** for office and referral operations.
- Liaison between medical staff, business office and division leadership in the credentialing process of Medical Staff and ensure maintenance of Medical Staff certification and credentials.
- Coordinate new Medical Staff Orientation.
- Oversees timekeeping for medical division staff.
- Ensure performance evaluations are completed in a timely and appropriate fashion for all Medical Staff.

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

- **Bachelor's Level** - Required to have a bachelor's degree relevant to medical staff management (e.g., healthcare administration, health services administration) **or a BSN degree**, with a minimum of **3 years of progressive management experience**.
- **Master's Level** - Required to have a master's degree relevant to medical staff management (e.g., healthcare administration, health services administration), with a minimum of **3 years of progressive management experience**.
- Must have valid Montana State driver's license.

Preferred:

- Experience in multisite clinic operations.
- Experience with performance metrics, dashboards, operational reporting, and health information systems.

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

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