

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

TITLE: Community Health Representative (CHR) Nurse Manager

LOCATION: Tribal Health Department—St. Ignatius, MT

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

CLOSING DATE: Monday, October 19, 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. Must pass a background and suitability check according to Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

The **CHR Nurse Manager** is a core member of the collaborative care team, including the patients' medical provider, behavioral health provider, and the larger primary care team. The **CHR Nurse Manager** is responsible for supporting and coordinating the medical care of patients to the CHRs. The **CHR Nurse Manager** will be responsible for developing, implementing, and evaluating the training program for new CHRs as an entry-level position in Tribal Health.

The **CHR Nurse Manager** provides administrative management of the CHRs within the Care Team, including but not limited to the following functions:

- Provides daily supervision to the CHRs.
- Ensures the CHRs follows the position descriptions, with appropriate priorities and established deadlines, performance standards with productivity standards and performance reviews conducted timely and reflecting attendance records, disciplinary actions as appropriate, staff training plans, and utilization of staff incentives to ensure retention as needed. These must comply with CSKT Personal regulations and guidelines.
- Implements, monitors, and audits Community Health Care Teams policies and procedures, ensuring compliance with applicable CSKT, federal, and state laws and/or regulations. Recommends changes as necessary to maintain compliance and meet the TH recipients' needs to provide a high quality of care.
- Assists in hosting and actively participates in care meetings with each care team.
- Reviews cases of the CHRs, as appropriate
- Hosts debriefing meetings with staff
- Acts as a mentor to assigned staff
- Acts as a float to absent staff to ensure the continuation of care to patients
- Makes daily, weekly, and monthly productivity reports for self and assigned staff
- Works with the TCC Division Director in developing, implementing, and evaluating a training program for future CHRs as an entry-level position into TH.

The **CHR Nurse Manager** will assist CHRs in the following duties to promptly ensure accuracy of care and completion. The **CHR Nurse Manager** will act as the nurse for the CHRs and work closely with the care teams and appointed staff to ensure all care for patients is completed within the scope of the CHR.

- Acts as the point of contact, advocate, and informational resource for patients, care team, family/caregiver(s), and community resources.
- Develops a plan of care in coordination with the patient, primary care provider, and family/caregiver(s) utilizing clinical quality indicators for all patients on caseload, including but not limited to patients diagnosed with cancer, hypertension, diabetes, comorbidities, etc.
- Regularly evaluates plans of care with patients, providers, and care team as needed develops mutually agreed upon goals and provides patient/family education and behavior change coaching.
- Will work collaboratively with the health care team, including the clinicians, pharmacists, behavioral health specialists, Social Worker, and other professional staff.
- Will assist and coordinate care transitions, including communication of care plan to all providers in all care settings (ED, hospital, rehabilitation facility, nursing home, home care, and specialist).
- Ensures care coordination is implemented and managed to improve continuity and quality of care.
- Will provide direct caregiver support.
- Increases continuity of care by managing relationships with tertiary care providers, transitions-in-care, and referrals.
- Encourages patients to take an active role in maintaining and/or improving their physical health.
- Completes documentation of all patient encounters and care coordination activities in the electronic health record promptly and appropriately.
- Attends meetings as assigned and participates in Quality Improvement activities.
- Participates in community activities designed to promote Tribal Health, community health, and education, as needed
- Recognizes urgent/emergent patient situations and initiates emergency medical procedures according to scope.
- The work schedule is not always reflective of a typical 8hr day and will require staggering scheduling to serve patient care needs better.
- Performs others duties assigned

Please request copy of position description for full details of job duties.

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

Education:

- Graduate of an accredited school of nursing.
- Preference a Bachelor's degree in Nursing
- Current, unrestricted Registered Nurse License from the State of Montana or compact state.
- Two years nursing experience, chronic disease management preferred
- Must have at least three years of supervisory/management experience
- Basic Life Support certification.
- Advanced Cardiac Life Support preferred.
- Certification in Care Coordination is preferred, required within one (1) year of employment.
- Must possess a valid driver's license.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts/degree, certifications, licensures
3. Copy of valid driver's license.
4. If claiming Tribal Preference, 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

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

FOR MORE INFORMATION: Contact Jamie Cahoon at THD (406) 675-2700 Ext. #5046