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: www.cskt.org/personnel
E-mail melanie.piedalue@cskt.org

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

TITLE: Behavioral Health Administrative Assistant

LOCATION: Tribal Health Department—St. Ignatius, MT

SALARY: $17.82 - $20.48 per hour, plus benefits—May be employed under contract

CLOSING DATE: Monday, November 9, 2026 at 5:30 p.m. (MST)

GENERAL DESCRIPTION OF WORK:

- Receives office contacts and patients in a courteous and professional manner by walk-ins, telephone, electronic mail, and mail.
- Keeps the daily appointment schedule for all providers in the Behavioral Health Program and/or computerized scheduling software.
- Notifies patients when appointments have been rescheduled or cancelled in coordination with the clinical staff.
- Receives and responds to telephone calls and in-person inquiries for clinical staff in a fast-paced environment. Screens calls for urgency and determines the appropriate disposition, including transferring to a provider, scheduling a same-day or future appointment, referring to the on-call provider, or directing the individual to appropriate services.
- Screens telephone calls and/or patients presenting in-person for suicide risk and other behavioral health crises, determines if the patient needs to be seen by a provider immediately, following policies and procedures.
- Receives and makes calls to medical providers and facilities for office notes, as needed, according to HIPAA regulations.
- Confirms patient registration is current and patient information is accurate.
- Receives, stamps, and routes incoming mail to the appropriate persons and programs.
- Assists in providing information to contracted providers and facilities on a need-to-know basis while exercising sound judgement and maintaining compliance with HIPAA regulations and 42 C.F.R. Part 2.
- Works collaboratively with providers, clinical staff, and administrative personnel to support efficient operations while maintaining the highest standards of patient confidentiality and customer service.
- Retrieves patient files and other documents (i.e., court orders from source, CPS parenting plans from TSSD) and assembles for chart review and case assignments as preparation for 3 divisions (Mental Health, Addiction Treatment, Co-Occurring, Psychological Assessments and Psychiatric Treatment) for scheduled staffing meetings.
- Responsible for the timely coordination, scheduling, and follow-up of internal and incoming referrals. Ensures referrals are routed to the appropriate teams and providers, monitors

referral assignment in accordance with established policies and procedures, and completes patient follow-up as required by referral guidelines to ensure continuity of care.
- Answers general questions from patients, families, community members and the general public regarding Behavioral Health services, eligibility, scheduling and program procedures.
- Assists the Administrative Manager and Records Technician on an as needed basis.
- Performs other duties as assigned.

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

- Post-secondary education in mental health related field or 2 years related experience and/or training; or equivalent combination of education and experience. Experience in medical records, scheduling, and office work is preferred.
- Valid and unrestricted driver's license.
- Will be required to participate in pre-hire drug test and random drug tests thereafter.
- Must pass a background and suitability check according to Public Law 101-630; the Indian Child Protection and Family Violence Prevention Act.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, 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 Chanona Greiff at THD (406) 675-2700 Ext. #5203