

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

**TITLE:** Lead Public Health Educator  
**LOCATION:** Tribal Health Department - Location Negotiable  
**SALARY:** \$24.58 - \$28.26/ hour, plus benefits (May be employed under contract)  
**CLOSING DATE:** Tuesday, May 27, 2025 at 5:30 p.m. (MST)

**SPECIAL CONDITIONS:**

The Lead Public Health Educator oversees the development and promotion of health programs for the community and various populations, addressing identified needs. In addition to the responsibilities outlined for the Public Health Educator, the Lead Public Health Educator has a supervisory role and is responsible for coordinating and guiding other public health educators.

**Recruitment:**

- Form partnerships with Tribal Health and community stakeholders to improve and expand outreach efforts within the Public Health Division
- Meet with community stakeholders to identify community/population educational needs

**Health Education:**

- Research subject in advance to develop presentations
- Implement evidence-based and evidence-informed curricula on a variety of health topics as identified through stakeholder engagement, community health assessment findings, Tribal Health priorities, and funding source requirements. Topics may include but not limited to emergency preparedness, immunizations, nutrition, communicable disease, health promotion, cancer prevention, safety, substance use prevention
- Conduct in-person health education across the life-span: one-on-one, within a family unit, in a group setting, school classrooms, etc
- Offer a range of activities to reach different learning styles
- Customize the content of each educational session to the interests and risk level of each patient/population
- Customize the content of each educational session to be culturally relevant, if appropriate
- Create client education materials on relevant health education topics including designing brochures, videos, bulletin board materials, and other creative content
- Collect evaluation data to properly evaluate outcomes and success of programs/education/initiatives

**Outreach:**

- Plan, organize, participate in local health fairs and health outreach events
- Utilize social media platforms to deliver health education to large audiences

## **Supervisory Responsibilities:**

- Ensure the effective implementation of health programs and educational initiatives.
- Collaborate with the greater Public Health Team to align educational efforts with overall health goals.
- Provide leadership and guidance to the team of public health educators, including setting clear expectations, goals, and priorities.
- Identify the training and development needs of team members, and facilitate their growth through coaching, mentoring, and performance feedback.
- Assign tasks and projects to team members based on their skills and workload capacity, ensuring equitable distribution of work.
- Ensure the effective implementation of health programs and educational initiatives.
- Conduct regular performance evaluations, provide constructive feedback, and participate in the performance review process.
- Manage and optimize the use of resources, including budget allocation, equipment, and materials.
- Address conflicts and interpersonal issues within the team, working to foster a harmonious and productive work environment.
- Participate in the hiring process, which may involve interviewing candidates, making hiring decisions, and assisting with the onboarding of new team members.
- Enforce Tribal Health policies and procedures within the team, ensuring compliance with all relevant regulations and guidelines.

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

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

- Bachelors Degree in health promotion, health education, community health, public health, or related field with a minimum of two years working in a public health or community health setting.
- Minimum one year supervisory experience
- Must possess a valid driver's license.
- One year of demonstrated experience in health program planning, implementation, and evaluation
- Documented experience providing health education to individuals, families, and groups.
- Community Health Education Specialist Certification preferred, required within first year of hire.
- CPR or BLS certification within 60 days of hire.
- Incident Command System (ICS) 100, 200, 700, and 800 completion with certificate of achievement within 6 months of hire

## **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](mailto:personnel@cskt.org)

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

**FOR MORE INFORMATION: Contact Chelsea Kleinmeyer at THD (406) 675-2700 Ext. #7362**