

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
PO BOX 278  
PABLO MT 59855  
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**\*\*\*\*VACANCY ANNOUNCEMENT\*\*\*\***

**TITLE:** Sanitarian  
**LOCATION:** Tribal Health Department (Various locations)  
**SALARY:** Negotiable DOE/ plus benefits, may be employed under contract  
**CLOSING DATE:** Monday, May 19, 2025 at 5:30 p.m. (MST)

**SPECIAL CONDITIONS:**

The Sanitarian is a key role responsible for protecting public health and ensuring the safety of food, water, and public facilities within the CSKT jurisdiction. This position involves conducting routine inspections, investigating environmental health complaints, and enforcing health regulations in accordance with federal, state, and tribal standards. The Sanitarian plays an integral part in educating the community, collaborating with local businesses to promote best sanitation practices, and developing public health programs. Additionally, they participate in emergency response activities, manage public health preparedness protocols, and contribute to community outreach initiatives. This role requires strong communication skills, attention to detail, and a commitment to upholding high standards of environmental health and safety.

**Emergency Preparedness Coordination and Protocol Management:**

- Collaborate with the PHEP Coordinator, CSKT DES, and CSKT Law and Order to maintain and update the CSKT Truck and Train Wreck Protocol annually.
- Maintain and update procedures for foodborne illness investigations.
- Submit updated protocols, summaries of changes, or statements of no change by designated deadlines.
- Ensure the signature page is reviewed and updated annually for submission.

**Public Health Emergency Response and Foodborne Illness Investigations:**

- Inspect food establishments in response to foodborne illness investigations.
- Update contact information for licensed establishments under tribal jurisdiction.
- Actively participate in Public Health Emergency Preparedness (PHEP) exercises and response scenarios.
- Complete ICS 100, ICS 200, ICS 700, and ICS 800 training within six months of hire, or provide proof of previous completion.
- Maintain communication with the PHEP Coordinator regarding backup sanitarian availability.

**Compliance, Reporting, and Communication:**

- Attend at least one TERC/LEPC meeting per grant budget year and report attendance to the PHEP Coordinator.
- Submit updated contact information for licensed establishments.
- Provide quarterly backup sanitarian details to the PHEP Coordinator.
- Ensure timely submission of all required communications and reports.

### **Environmental Health Inspections and Compliance:**

- Perform routine inspections of food establishments, water sources, and public facilities within the CSKT jurisdiction.
- Ensure compliance with state, federal, and tribal health regulations.
- Investigate complaints and reports of foodborne illnesses and recommend corrective actions.
- Maintain accurate records of inspections, findings, and compliance actions.
- Prepare and submit reports and collect samples as required to meet deadlines.

### **Public Health Education and Collaboration:**

- Collaborate with local businesses, food handlers, and community members to promote best sanitation, hygiene, and food safety practices.
- Develop and implement educational programs to raise awareness of sanitation practices and health regulations.
- Provide training on proper sanitation techniques to food service personnel.
- Participate in health promotion activities and community outreach initiatives.
- Assist in developing policies and procedures related to environmental health.

### **Emergency Response, Reporting, and Community Support:**

- Respond to public health emergencies and local health occurrences during and beyond standard operating hours.
- Attend TERC/LEPC meetings and report relevant updates to the PHEP Coordinator.
- Coordinate community programs, such as spay/neuter and rabies vaccination events.
- Oversee grants, including budgeting and reporting, as necessary.
- Provide prompt, courteous responses to public requests for environmental health information.
- Stay updated on local, state, and federal health regulations and environmental standards.

Other duties as assigned.

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

- Bachelor's degree in Environmental Health, Public Health, or related field
- Must be a Registered Sanitarian in accordance with Montana state regulations
- Certification in Incident Command System (ICS) courses (ICS 100, 200, 700, and 800) or the ability to complete this within six months of hire
- Documented experience in completing environmental health and food establishment inspections

### **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**