

**CONFEDERATED SALISH AND KOOTENAI TRIBES  
OF THE FLATHEAD NATION  
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**\*\*\*\*V A C A N C Y   A N N O U N C E M E N T\*\*\*\***

**TITLE:** Immunization Coordinator/Employee Health Nurse

**LOCATION:** Tribal Health Department (Split Mission/Polson)

**SALARY:** \$31.51 - \$36.22 per hour, plus benefits

**CLOSING DATE:** Monday, December 29, 2025 at 5:30 p.m. (MST)

**SPECIAL CONDITIONS:**

**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.**

Employee serves as the Immunization Coordinator and Employee Health Nurse for the CSKT Tribal Health Department. This position is responsible for the planning, implementation, and evaluation of immunization services for Tribal Health patients and communities, and for managing all the Employee Health Program for Tribal Health staff. The incumbent works to ensure high immunization coverage rates, compliance with public health standards, and a safe, healthy workforce. The employee provides clinical nursing services, surveillance, education, and case management to promote disease prevention and employee well-being.

**Immunization Coordination Duties:**

- Manages the development, implementation, and evaluation of immunization services across Tribal Health programs and communities.
- Serve as the subject matter expert for vaccine administration, cold chain management, and storage and handling in compliance with CDC and state immunization program standards.
- Coordinate vaccine clinics throughout the reservation, utilizing the health outreach van as appropriate to reach underserved or remote areas.
- Maintain accurate immunization records and ensure entry into the appropriate state and federal immunization information systems.
- Provide staff training and technical support to all Tribal Health clinics regarding vaccine protocols, standing orders, and immunization best practices.
- Conduct regular chart audits, monitor vaccine coverage rates, and prepare reports for Tribal Health leadership and public health partners.
- Lead outbreak response vaccination efforts and provide expert consultation during communicable disease investigations.
- Collaborate with Tribal Health programs, local schools, Head Start, and other partners to promote vaccine education, outreach, and accessibility within the community.
- Stay current on ACIP recommendations, new vaccines, and updates in immunization science and policy.
- Regularly utilizes the Health Outreach Van to bring vaccination opportunities to various reservation communities.

**Employee Health Program Duties:**

- Manage all aspects of the Employee Health Program for Tribal Health staff, including onboarding, health screenings, immunizations, and annual reviews.

Maintain confidential employee health records in accordance with HIPAA and OSHA standards. Ensure staff compliance with required immunizations, TB testing, fit testing, and other health and safety requirements.

Coordinate post-exposure protocols (e.g., needle stick, bloodborne pathogen) and assist in the management of occupational injuries and illnesses in collaboration with Human Resources, Safety Officer, and affected Division Directors/Managers.

Participate in emergency preparedness planning and ensure employee health protocols are in place for outbreaks or public health emergencies.

Collaborate with Safety Officer and Facilities Manager in workplace hazard assessments.

Develop and promote employee wellness offerings such as preventive screenings, wellness challenges, fitness or nutrition programs, and mental health awareness activities to support a culture of health among staff.

Provide employee health education and prevention activities including infection control, ergonomics, stress management, and communicable disease prevention, in coordination with Tribal Health staff and subject matter experts, as applicable.

Develop and maintain employee health policies, standing orders, and procedures in alignment with Tribal, state, and federal guidelines.

**Public Health Leadership and Collaboration:**

Work collaboratively with public health staff, clinical teams, and external partners to improve immunization rates and workforce health outcomes.

Serve as a liaison between the Tribal Health Department, Indian Health Service, and the Montana Immunization Program.

Participate in quality improvement initiatives and grant activities that strengthen immunization and employee health services.

Provide public health education at community events, health fairs, and schools.

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

- Associate's degree in Nursing from an accredited school of nursing.
- Current and unrestricted license as a Registered Nurse in the State of Montana.
- Minimum of three years of nursing experience, preferably in public health, immunization, or employee health.
- Current BLS certification
- Must possess a valid driver's license.

**DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):**

- Request position description for a detailed description of desirable qualifications.

**SUBMIT:**

1. Completed Tribal employment application.
2. Copy of relevant academic transcript, certificates and licensure
3. Copy of valid driver's license.
4. Proof of enrollment from a federally recognized Tribe if other than CSKT.
5. If claiming veteran's preference, a copy of DD214 must be submitted.

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

**SUBMIT ALL OF THE ABOVE TO:** Tribal Personnel Office, PO Box 278, Pablo MT 59855, Telephone (406) 675-2700 Ext. #1040 or [personnel@cskt.org](mailto:personnel@cskt.org) .

**FOR MORE INFORMATION:** Chelsea Kleinmeyer, Tribal Health Department – (406) 675-2700 Ext. #7362