

**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: cslt.org/personnel
E-mail carla.matt@cslt.org**

******VACANCY ANNOUNCEMENT******

TITLE: WIC Program Manager

LOCATION: Tribal Health Department – Rotating Mission, Ronan, Arlee

SALARY: \$26.79 - \$30.79

CLOSING DATE: Monday, December 15, 2025 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

Position is a Testing Designated Position within the definition of the CSKT Drug Free Workplace Policy effective January 1, 1998. 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.

This position performs professional, managerial, administrative, and supervisory work in the planning, development, implementation, and evaluation of the Supplemental Food and Nutrition Program for Women, Infants and Children (WIC) and coordinates with the Public Health Division for breastfeeding counseling and support as well as prenatal/postpartum support.

WIC Supervisory Duties

- Maintains the program within the WIC Federal Regulations, State Plan and local agency contract. Prepares reports accordingly.
- Performs and participates in formal and informal program evaluation activities, including the Annual Education Plan review.
- Collaborates in the development, implementation and evaluation of long and short range priorities, goals, plans and programs for the WIC program in coordination with state and federal priorities, Tribal Council Resolutions, and Tribal Health strategic plan.
- Coordinates intern and shadowing opportunities for students, acts as a preceptor as applicable.
- Attends all required trainings or delegates to an appropriate WIC staff.
- Manages all aspects of the WIC program budget.

General WIC Duties

- Provides breastfeeding and general nutrition consultation and education services to individual participants or small groups.
- Determines participant eligibility in the WIC program.
- Interviews applicants, performs anthropometric/hemoglobin measurements, documentation and follow up.
- Assess, review and offer information to clients based on identified nutrition and health concerns/issues.
- Prepares and maintains confidential case records and completes participant certification reports.
- Develops care plans. Makes referrals to health/medical and social service agencies as appropriate.
- Assigns food packages within WIC state plan guidelines
- Coordinates and participates in community outreach activities, public relations, and community educational activities to promote health and the WIC program in an effort to increase participation numbers.
- Actively participates in and acts as a liaison with other community agencies and professionals in collaborative efforts to address community health priorities.
- Ensures that educational materials for clients and staff are current and provide accurate information.
- Maintain a clean and safe clinic environment per cleaning guidelines. Compliance with CSKT safety standards.
- Provide consistency of services and accessibility for clients.

- Maintains office equipment and supplies and orders accordingly.
- Follows state and tribal procurement policies for purchasing of necessary equipment and supplies.
- Assumes responsibility for own professional growth and development by pursuing education, participating in professional committees and work groups
- *Request a copy of position description for full details.*

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- A bachelor's degree in nutrition science from an accredited college or university with a valid and unrestricted license in the state of Montana *Or* a bachelor's degree in nursing, health promotion, health education, health and human development, community health, early child development, exercise science, family and consumer sciences, or home economics WITH six (6) or more college credit hours in food and nutrition appropriate to the WIC population completed within the last ten (10) years unless applicant has been working the Nutrition Field (examples include basic nutrition, nutrition in life cycle, community nutrition, and nutrition and disease)
- Successful completion of an anatomy/physiology series of coursework completed within the last ten (10) years unless applicant has been working in the Health Field
- Certified Lactation Counselor within 6 months of hire

Experience

- Two years supervisory experience, preferred
- One year working in Maternal/Child Health, preferred
- Experience managing budget, preferred

Knowledge, Skills, and Abilities

- Knowledge of current theories, principals, and objectives of nutrition services in relation to public health practices; science of foods and the application in health and disease prevention, social and socioeconomic factors relating to nutritional care programs, nutrition program planning.

Knowledge, Skills, and Abilities

- Knowledge of current theories, principals, and objectives of nutrition services in relation to public health practices; science of foods and the application in health and disease prevention, social and socioeconomic factors relating to nutritional care programs, nutrition program planning.
- Skill in providing nutritional counseling and education to both individuals and groups, in developing nutrition education materials, and in planning and participating in nutrition workshops, seminars, etc.
- Skill in oral and written communications, computer skills, and public relations.
- Ability to use independent judgment to implement broad nutrition program objectives, guide nutrition activities or individuals and groups, establish and maintain effective working relationships with employees, other agencies, and the public.
- Ability to communicate with TH recipients, families and community members in a compassionate and respectful manner, acknowledging tribal values and beliefs.
- Ability to maintain a balanced budget and keep spending within limits set by approved State of Montana WIC budget.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of academic transcripts, certifications, licensure, etc.
3. Copy of driver's license.
4. 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 Chelsea Kleinmeyer at THD (406) 675-2700 Ext. #7362