

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

TITLE: Security Manager

LOCATION: Tribal Health Department - (St. Ignatius)

SALARY: \$27.89 - \$32.06/hr., plus benefits, may be employed under contract

CLOSING DATE: Monday, April 13, 2026 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, will be subject to random drug testing, and serve a mandatory six (6) month probationary period.

The CSKT Tribal Health Security Manager serves as the principal administrative authority for all security operations within the CSKT Tribal Health Department. This includes responsibility for protecting recipients, employees, Tribal members, and visitors; enforcing agency policies and Tribal administrative codes; maintaining compliance with Tribal law, federal standards, and healthcare regulations; and overseeing security officers, supervisors, and operational infrastructure.

Duties and Responsibilities:

- Manage the coordination of Security Officer staff, including training, coaching, scheduling, reporting and evaluations.
- Ensure compliance with Tribal HR policies.
- Oversee the uniform, equipment, and readiness standards.
- Oversee policy development and governance as it pertains to SOPs, compliance with Tribal law, and emergency operations plans.
- Oversee budget and resource allocation related to inventory control, equipment procurement, and system improvements.
- Ensure patrol coverage of all Tribal Health facilities, including validating GPS and patrol logs, ensuring that post orders are followed, and responding to elevated-risk events when required.
- Act as an Initial Incident Commander until relieved by authorities, including active threats, medical emergencies, structural fires, threats, and natural disasters.
- Manage facility access control by maintaining issuance and cancellation of badges, keys, and electronic access.
- Manage administrative investigations related to employee conduct, safety violations, unauthorized access, workplace threats, workplace disturbances, and property damage.
- Oversee evidence and documentation management pertaining to evidence storage, chain-of-custody procedures, digital data retention, and HIPAA-compliant privacy handling.

- Adhere to incident reporting requirements, including 24-hour documentation requirements, OSHA 1910, HIPAA protections, and CIP reporting for high-severity incidents.
- Oversee safety and emergency preparedness, including mandatory drills, and coordination with outside entities.
- Manage regulatory enforcement and compliance, mitigating risk, and carrying out reporting obligations as they pertain to OSHA, HIPAA, CMS, IHS, Tribal, and NEPA regulations, guidelines, and requirements.
- Ensure a safe work environment for the pharmacy and clinical staff, as well as all staff within TH facilities.
- Other duties as assigned.

Request copy of full position description for full list of job duties.

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

- A minimum of 5 years of work experience in law enforcement or security.
- A minimum of 3 years of managerial or supervisory experience.
- Must possess a valid driver's license.
- Must pass a background and suitability check according to Public Law 101-630; the Indian Child Protection and Family Violence Prevention Act.
- No felony convictions.
- No misdemeanor convictions in the past year except for minor traffic.
- Must never have had a misdemeanor conviction involving child abuse, sexual offense, assault with a weapon, domestic abuse, or violent crime against a person.
- Must be 21 years of age or over.
- Must have no record or history of drug abuse within the past five (5) years.
- Must not be the subject of a current investigation involving criminal activities, including indictments.
- Must not have a driving while intoxicated or reckless driving conviction within the past three (3) years.
- Must not have been dismissed or resigned from law enforcement work due to threat of disciplinary action that could result in termination of employment during the past three (3) years.

SUBMIT:

1. Completed Tribal employment application.
2. Copy of relevant academic transcripts, certificates, 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 WILL 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 .

FOR MORE INFORMATION: Julie Cahoon, Tribal Health Department – (406) 675-2700 Ext. #5051