

**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: Injury Prevention Specialist

LOCATION: Tribal Health Department (Various locations)

SALARY: \$25.31 - \$31.25/hr., plus benefits (5 year grant funded position)

CLOSING DATE: Monday, August 17, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy and subject to random drug testing. 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. Must pass a background and suitability check according to Public Law 101-630, the Indian Child Protection and Family Violence Prevention Act.

This Injury Prevention Specialist position will serve as the Injury Prevention Program Coordinator (IPPC), a full-time position funded under the Indian Health Service (IHS) Tribal Injury Prevention Cooperative Agreement Program (TIPCAP) award. The position is 100% dedicated to injury prevention activities, and is responsible for coordinating, implementing, and evaluating injury prevention programs and services under the CSKT Tribal Health Department.

This includes, but is not limited to, coordination of evidence-based fall prevention programs (SAIL, STEADI, Tai Chi, Bingocize, etc) and related community safety initiatives within the CSKT Tribal Health system including initiatives that address fall prevention, home and community safety, motor vehicle injuries, and other injury risks affecting Elders and vulnerable community members. Initial program priorities focus on fall prevention through the IHS TIPCAP, with potential expansion to broader injury prevention strategies as the program evolves.

The IPPC serves as the central point of coordination for injury prevention activities, ensuring program fidelity, data collection, and culturally grounded community engagement. This position is full-time and grant-funded, with supervisory support from the Rehabilitative Services Division Director as the IHS TIPCAP Project Director and administrative alignment within the Public Health Division.

Program Coordination and Implementation

- Coordinate daily operations of the CSKT TIPCAP initiative and related injury prevention activities, including planning, delivery, and documentation of all program efforts.
- Implement evidence-based injury prevention programs (including but not limited to SAIL, STEADI, Tai Chi, Bingocize, and future Tribal Health initiatives addressing community safety and fall reduction).
- Support environmental and community-based injury prevention strategies through safety assessments, education, and systems coordination.
- Develop and maintain coordinated schedules of classes, assessments, and follow-up activities.
- Facilitate cross-referrals and workflows linking Public Health, Rehabilitative Services, Elder Services, and Care Coordination programs.

Community Engagement and Education

- Conduct culturally relevant outreach and education to promote awareness of injury prevention resources.
- Coordinate participation of Elders, families, and intergenerational participants in program activities.

- Serve as liaison to the GOSS Initiative, Community Advisory Board (CAB), and TIPCAP Steering Committee.
- Represent Tribal Health at local, Tribal, regional, and national injury prevention meetings.

Administrative Coordination

- Manage TIPCAP-related supplies, travel, and meeting logistics.
- Assist with budget development, expenditure monitoring, fiscal reporting, and compliance with grant requirements related to TIPCAP activities.
- Coordinate CAB and Steering Committee meetings, including honoraria, travel reimbursements, and agendas.
- Draft MOAs/MOUs, policies, and procedures related to injury prevention and data governance.

Training and Workforce Development

- Obtain and maintain certification as a SAIL instructor within the first year of employment.
- Coordinate STEADI and other injury prevention training for staff.
- Provide technical assistance to instructors and program partners.
- Complete IHS Injury Prevention Level 1–3 courses and other required professional development.

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

- High school diploma or GED required. Must meet one of the following education/experience combinations:
 - Bachelor's degree in Public Health, Health Promotion, Exercise Science, Nursing, or a related field; OR
 - Associate's degree with at least three (3) years of relevant professional experience in injury prevention, healthcare, emergency services, community health, program coordination, or community safety; OR
 - High school diploma/GED with at least five (5) years of relevant professional experience and/or applicable certifications or formal training in injury prevention, healthcare, emergency services, community health, fitness/fall prevention, program coordination, or community safety; OR
 - An equivalent combination of education, certifications, and direct experience demonstrating the ability to perform duties.
- Current CPR certification (or ability to obtain within 90 days of hire).
- HIPAA certification (within 90 days of hire).
- Must possess a valid driver's license and ability to travel.
- Subject to background check under Public Law 101-630.

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 .

FOR MORE INFORMATION: Samantha Morigeau, Tribal Health Department – (406) 675-2700 Ext. #7363