

**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: Public Health Nurse Assistant

LOCATION: Tribal Health Department – Location negotiable

SALARY: \$18.01 to \$20.70 per hour, plus benefits
May be employed under contract

CLOSING DATE: Monday, August 3, 2026 at 5:30 p.m. MST

SPECIAL CONDITIONS:

This is a Testing Designated Position (TDP) within the definition of the CSKT Drug Testing policy. **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.**

The Public Health Nurse Assistant provides essential operational support to the Public Health Division, playing a critical role in the planning, implementation, and coordination of public health programs and initiatives. This position collaborates closely with public health professionals, community partners, and stakeholders to advance the health and well-being of the population.

Outreach:

- Cultivate strong professional relationships with internal THD customers, collaborators, and external stakeholders to ensure productive outreach efforts.
- Contribute significantly to the planning, execution, and assessment of public health programs, trainings, and initiatives across the CSKT Reservation.
- Lead community outreach activities including health education events, workshops, and health fairs.
- Gather and analyze evaluation data to assess program outcomes and effectiveness.
- Coordinate support groups for diverse needs across the reservation.
- Conduct home visits as needed directed by the Public Health Nurse, Nurse Practitioner, or Division Director.
- Promote Health and Wellness Programs and Community events.
- Participate in research projects such as Child Health Measures.
- Participate in meetings as appropriate or requested. May act as representative for the Public Health Division on various coalitions and committees.

Communicable Disease:

- Collaborate with the Public Health Nurse to locate and engage patients with positive test results for sexually transmitted infections (STIs) and other communicable disease, as well as contacts, through home visits, phone calls, or confidential correspondence.
- Support STI and communicable disease screening events by assisting patients with paperwork, vital signs, lab collection, lab sample processing, and follow-up communications regarding test results.
- Data entry, record maintenance, and pulling of reports as directed by Public Health Nurse or Division Director.

- Provides communicable disease case management.

Immunizations:

- Conduct health record screenings to identify patients requiring vaccinations according to ACIP guidelines.
- Utilize various communication methods to remind patients of vaccination appointments and ensure completion of vaccine series.
- Participate in immunization events, manage consent paperwork, document in current Electronic Health Record, and maintain accurate data in the Montana imMTrax database.
- Complete required training for the imMTrax database as per Montana Department of Health and Human Services guidelines.

Clinical Support:

- Provide healthcare support to Public Health patients, including but not limited to:
 - Coordinate recruitment, retention, and scheduling of patients.
 - Coordinate resources and tools used.
 - Assisting with patient intake and preparation for visits.
 - Obtaining required vital signs and any necessary lab work.
 - Coordinating and facilitating patient education and communication during appointments.
 - Collaborating with the healthcare team to address patient needs and inquiries.
 - Coordination of care and services, as applicable.

MINIMUM RECRUITING QUALIFICATIONS AS REFLECTED ON TRIBAL EMPLOYMENT APPLICATION:

- Certified Medical Assistant or Licensed Practical Nurse
- Associates degree in a health-related field.
- 2 years' experience working in healthcare preferred
- Valid and unrestricted driver's license.
- BLS within 30 days of hire
- ACLM Intro to Lifestyle Medicine and Food as Medicine Essentials Bundle Course within 30 days of hire, or similar course as assigned by supervisor
- ICS 100, 200, 700, 800 within 1 year of hire

DESIRABLE QUALIFICATIONS (AS DETERMINED BY THE INTERVIEW):

- Request a copy of position description for full details.

SUBMIT:

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

FAILURE TO SUBMIT ALL OF THE ABOVE INFORMATION WILL RESULT IN IMMEDIATE DISQUALIFICATION DURING THE SCREENING PROCESS

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

FOR MORE INFORMATION:

Contact Sarah Meeks at 406-675-2700 ext. 1654