

**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: Tribal Health Department Head

LOCATION: Tribal Health Department—St. Ignatius, MT

SALARY: \$55.81 - \$89.81/hour, plus benefits (may be employed under contract)

CLOSING DATE: Tuesday, September 8, 2026 at 5:30 p.m. (MST)

SPECIAL CONDITIONS:

This position is not 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 twelve (12) month probationary period.

The Tribal Health (TH) Department Head oversees the department's progress and operations by implementing policies set by the Confederated Salish and Kootenai Tribes (CSKT) Tribal Council. This leader plays a key role in advancing CSKT's mission and strategic objectives, committed to maintaining, protecting, and promoting Salish and Kootenai traditional values across all management functions. The TH Department Head manages and supervises staff directly or through subordinate supervisors, ensuring clinical excellence by complying with community, state, and national standards for medical, dental, behavioral health, substance use disorder treatment, pharmacy, and care coordination services. This role operates under the oversight, guidance, and direction of the Director of Tribal Services.

Principal Responsibilities:

- Responsible for coordination and overall management of healthcare programs, providing technical and administrative support to program directors to institute improvements that ensure effectiveness and efficiency in the delivery of services to eligible service recipients.
- Develop and implement programs related to the Tribal Health mission and an effective system of operational and clinical control:
 - Oversee a system of needs assessment that includes: reviewing existing services, the changing needs of the community, researching new and innovative programs, making recommendations to enhance existing services and service areas, and analyzing the financial impact of the implementation of these recommendations.
 - Report to and work closely with the CSKT Tribal Council and provide leadership in the strategic planning process of reviewing the Tribal Health vision, strategic direction, and goals, and evaluate opportunities for the department's future.
 - Lead program directors in the development and successful implementation of the strategic plan for achieving the Tribal Council's vision and goals.
 - Lead efforts to identify, and where appropriate implement, new techniques and best practices used in the health industry and in other organizations to improve performance.
 - Monitor the environment in which the department operates, synthesizing the impacts of economic, political, community, and other outside influences and ensuring these are effectively communicated to Tribal Council and throughout the organization.
- Ensure the development, monitoring, and successful achievement of annual financial goals, including long-term planning for capital needs, business, and information management systems, and expected growth are

reflected in an annual budget approved by Tribal Council. Additionally, actively pursue alternative funding sources for Tribal Health, including state and federal grants and other available financing.

- Responsible for preparing and implementing agreements, grants, and written communication in accordance with Tribal Council and Tribal Health policies.
- Ensure that policies, procedures, and programs are implemented in accordance with the necessary requirements.
- Coordinate and oversee risk management and quality improvement/quality assurance objectives in accordance with current standards, tribal, state, and federal laws, rules, and regulations.
- Implement an effective system of operational and clinical control.
- Supervise staff through effective management, delegation of duties, enforcement of personnel policies, enforcement of employment agreements, and efficient use of all resources in accordance with current standards, tribal, state, and federal laws, rules, and regulations.
- Foster strong relationships and collaborations with other healthcare organizations, community business leaders, and government officials at the state and local levels.
- Ensure department compliance with State, Federal, and CMS regulations related to healthcare organizations, as well as any relevant accreditation requirements.
- Ensure that physical properties are maintained in a good, safe condition and meet building, health, safety inspections, and other safety standards.
- Incumbent may need to participate in developing and recommending both long-term and short-term plans to the Tribal Council, aiming for the most efficient and profitable outcomes for the Tribes while aligning with the Tribal Council's philosophy and mission.
- Incumbent may be requested to perform functions relevant to this position but not listed above.

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

- Bachelor's degree or completion of an accredited certificate program in Healthcare Administration, Public Administration, or Business Administration **required**, Master's degree is preferred.
- A minimum of 10 years of overall professional experience is **required**.
- Five years of leadership experience **required**, preferably in a supervisory role within a healthcare facility (e.g., Tribal/Indian health center, other federally qualified health center, ambulatory surgical center, physician group practice, or hospital setting).
- Five or more years of demonstrated, successful experience in administering Indian Reorganization Act (93-638) Self Determination compacts or contracts, preferred.
- Supervisory experience managing a large (100+), diverse workforce **required**.

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: Michelle Mitchell, Acting Executive Director Tribal Member Services – (406) 675-2700 Ext. #1342