

PYRAMID LAKE PAIUTE TRIBE

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JOB ANNOUNCEMENT

DIABETES PROGRAM COORDINATOR

Pyramid Lake Health Clinic - Nixon, NV

\$42,016.00 - \$44,137.60 per annum, Full-Time (40 hrs/week)

Exempt, Class Code 438, Grade 22, Step 1-3 DOE

Date Posted: 01/04/2019

Date Closes: 02/03/2019

DEFINITION: Coordinates and provides delivery of diabetes program services. Develops and plans diabetes prevention initiatives.

DUTIES & RESPONSIBILITIES:

Develop, administer, and coordinate a diabetes control and prevention program for identified Type I and Type II patients and patients who are at-risk.

Update a client population using existing diabetic data and health information networks. Promote the existing Pyramid Lake Diabetes program and adjust tribal focus on diabetic initiatives.

Work with health care providers and staff to develop and implement a diabetes health care team.

Provide leadership in patient education programs by initiating ideas, joint planning, problem-solving, follow-through and evaluation of programs.

Develop, evaluate and review appropriate nutrition education materials that are easily understood by the patient and take into consideration the specific foods and eating pattern of the cultural group.

Develop curriculum and make presentations on diabetes awareness, prevention, and disease management to the communities, schools, diabetic clinics, and commodity food distribution sites.

Coordinate with the American Diabetes Association, State, Federal and other agencies in providing public diabetes education and training.

Develop and administer a tribal fitness/exercise education program for at-risk clients in the areas of weight control, obesity, and diabetes management activities. Procure relevant exercise equipment for designated Tribal facilities.

Promote a diabetes advisory committee to help plan and evaluate program activities.

Coordinate and evaluate the effectiveness of treatment and nutritional habits of diabetic patients, and make home visits, when appropriate, to assist patient and family in following prescribed diet.

DUTIES & RESPONSIBILITIES, Continued:

Monitor program operations and recommend changes to enhance program effectiveness and efficiency.

Prepare report and data for tribal submission of annual diabetes program funding to the Indian Health Services and various required documents related to the program.

Administer principles, practices, and processes utilized in diabetes program setting; budget and fiscal management, procurement.

Apply for other diabetes grant applications and maintain compliance with applicable funding agency requirements.

Must respect and adhere to the most rigid and strict rules of patient confidentiality.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of appropriate education and training principles and techniques, as applied to diabetes management.

Ability to: communicate clearly and effectively and work with the Pyramid Lake Tribal client population, health care providers, agencies and governing bodies; function as part of a team both in patient care and in program development; participate and provide physical fitness instruction; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work; operate a computer and working knowledge of word processing, database and spreadsheet software packages.

Able and willing to travel for training, workshops, conferences, etc. Must be able to attend after work hour meetings.

Must favorably pass a character background investigation.

Must possess valid Nevada Driver's license and be insurable under the Tribe's vehicle insurance policy

REQUIRED EDUCATION AND EXPERIENCE:

B.S. Degree from an accredited college or University in a course of study related to a health related field or combination of five years work experience and training which would indicate possession of the required knowledge, skills and abilities outlined for this position. At least two (2) years experience in the field of diabetes is preferred. Must be familiar or worked within a Tribal community clinical setting or demonstrate the ability to be sensitive and work with Native Americans. Must have First Aid/CPR Certification within the first three months (probationary period) or at the first opportunity.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000/1001, Extension 1119/1120.

The Pyramid Lake Paiute Tribe is a drug free work place. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.