

PAWNEE NATION OF OKLAHOMA

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| Job Title | Diabetes Coordinator |
| Department | Diabetes |
| Supervisor | Tribal Health Planner |
| Position Overview | Under direct supervision of the Tribal Health Planner, develops and coordinates Diabetes prevention and treatment programs. |
| Essential Functions | <ol style="list-style-type: none"> 1. Develops and implements a plan to deliver effective and efficient Diabetes Education program to the Pawnee Indian Community and the surrounding schools. 2. Achieves financial objectives by preparing budgets. Prepares budget and performance reports for the Executive Director, Pawnee Business Council and necessary funding agencies. 3. Maintains accurate client files, program files, and other necessary documents. 4. Collects and shares data in order to determine the prevalence of Diabetes in the Indian Community through surveys and other statistic gathering methods. 5. Processes applications for clients who are eligible for benefits. 6. Assists individuals in identifying problems related to Diabetes and develops action plans for addressing identified problems. 7. Provides outreach for the community and local schools and develops public information and education regarding program activities. 8. Represents the program and the Nation to external agencies, organizations, and individuals in all matters regarding Diabetes and establishes solid relationships with programs of common interest. 9. Refers individuals with podiatry problems associated with Diabetes to Indian Health Service programs. 10. Establishes and implements a Diabetes podiatry clinic. 11. Coordinates with Indian Health Service Officials to ensure individuals with Diabetes receive follow-up and specialized care. |

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| | 12. Attends training to enhance knowledge and skills in order to provide the best possible services for Diabetes program clients. |
| | 13. Maintains confidentiality of all privileged information. |
| | 14. Contributes to a team effort and accomplishes related results as required. |
| | 15. Performs other duties as assigned. |
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| Educational Requirements | <u>Minimum:</u> Bachelor's Degree in Health Education or related field. <u>Preferred:</u> Registered Nurse |
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| Experience Requirements | <u>Minimum:</u> One (1) year of experience in health related field. |
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| Knowledge, Skills, & Abilities | <p><u>Computer:</u></p> <ol style="list-style-type: none"> Proficiency in Microsoft applications, including Word, Excel, Outlook, Power Point, Internet Explorer, etc. <p><u>Communication:</u></p> <ol style="list-style-type: none"> Ability to establish and maintain professional relationships with co-workers and outside agencies at all levels; Ability to create and present effective speeches and presentations. <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> Demonstrates strong organizational skills, with the ability to prioritize; Able to meet deadlines, adapt to changing priorities, and work well under pressure; Demonstrates initiative to work independently. |
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| Physical Demands | While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. |
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| Work Environment | <p>Work is generally performed in an office setting with a moderate noise level. Evening and/or weekend work may be required. Occasions may arise requiring work outdoors where exposure to natural weather conditions may occur. There is regular interaction with the public, other agencies, and employees. Tight time constraints and multiple demands from several people, departments, and/or external organizations are common. Travel may be required for training, meetings, conferences, presentations, and other events.</p> |
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