

PAWNEE NATION OF OKLAHOMA

Job Title	Diabetes Coordinator
Department	Diabetes Office
Division	Health & Community Services
Supervisor	Health Department Manager
Position Overview	Under direct supervision of the Health Department Manager, develops and coordinates the Pawnee Nation's Diabetes prevention and treatment program.
Essential Functions	<ol style="list-style-type: none"> 1. Develops and implements a plan to deliver effective and efficient Diabetes Education and Treatment program to the Pawnee Indian Community and the surrounding schools; 2. Achieves financial objectives by preparing budgets 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. Coordinates with Indian Health Service to develop action plans to control and/or prevent diabetic related health problems as well as ensures individuals with Diabetes receive follow-up and specialized care; 7. Provides outreach for the community and local schools and develops public information and education regarding program activities; 8. Represents the program and the Pawnee Nation to external agencies, organizations, and individuals in all matters regarding Diabetes and establishes solid relationships with programs of common interest; 9. Establishes and implements a program for podiatry health including referrals of individuals with podiatry problems associated with Diabetes to Indian Health Service programs; 10. Attends training to enhance knowledge and skills, in order to provide the best possible services for Diabetes program clients; 11. Maintains confidentiality of all privileged information; 12. Develops and manages the Diabetes program budget, including oversight of requisitions, invoices for payment, and other financial transactions; 13. Plans, develops, and prepares grant proposals to secure alternative funding, while ensuring the outside funding sources are in alignment with Pawnee Nation goals and objectives;

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	<p>14. Develops and submits timely narrative and financial reports to external agencies, the Pawnee Business Council, Executive Director, Division Director, and Children & Family Services Department Manager, as required;</p> <p>15. Contributes to a team effort and accomplishes related results as required;</p> <p>16. Performs other duties, as assigned and within the scope of the position.</p>
<p>Educational Requirements</p>	<p><u>Minimum:</u> Bachelor's Degree in Health Education or related health field.</p> <p><u>Preferred:</u> Registered Nurse.</p>
<p>Experience Requirements</p>	<p><u>Minimum:</u> One (1) year of experience in a health related field.</p> <p><u>Preferred:</u> Five (5) or more years of experience with direct patient care.</p>
<p>Knowledge, Skills, & Abilities</p>	<p><u>Computer:</u></p> <ol style="list-style-type: none"> 1. Proficiency in Microsoft applications, including Word, Excel, Outlook, Power Point, Internet Explorer, etc. <p><u>Communication:</u></p> <ol style="list-style-type: none"> 1. Ability to establish and maintain professional relationships with co-workers and outside agencies; 2. Ability to create and present effective speeches and presentations; 3. Ability to organize and conduct community education meetings; 4. Must possess strong administrative, public relations, and communications skills; 5. Skilled in the use of business communications (proper spelling/grammar); 6. Skilled in the use of business arithmetic (accounting, etc). <p><u>Miscellaneous:</u></p> <ol style="list-style-type: none"> 1. Must possess the ability to provide clients with compassionate care respective of Native American customs, traditions, and beliefs; 2. Must demonstrate a basic understanding of clients' rights and responsibilities, including familiarity with confidentiality requirements; 3. Must be able to effectively conduct research, analyze information, and interpret data; 4. Must possess the ability to analyze situations and adopt appropriate courses of action; 5. Must possess the ability to be persuasive and tactful in controversial situations; 6. Must possess the ability to meet deadlines, adapt to changing priorities, and work well under pressure; 7. Must demonstrate strong organizational skills, with the ability to prioritize; 8. Must possess the ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds;

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	<p>9. Must be available for work-related travel; 10. Must maintain confidentiality; 11. Must work independently; 12. Must attend health related trainings, as required by the position; 13. Must have a valid Oklahoma drivers' license and be insurable with Pawnee Nation's insurance carrier.</p>
<p>Physical Demands</p>	<p>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.</p>
<p>Work Environment</p>	<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>