



VACANCY ANNOUNCEMENT

Special Diabetes Program Director

OPENING DATE:	05/08/2023	CLOSING DATE:	05/25/2023
SUPERVISOR:	Health Services Administrator	SALARY:	TBD
LOCATION:	Health Building – Tribal Complex	STATUS:	Regular Full-Time
JOB SUMMARY			
SDPI Director is responsible for the daily administration and overall operations of all grants/contracts and tribal funded programs within the Special Diabetes Program for Indians (SDPI).			
DUTIES AND RESPONSIBILITIES			
<ul style="list-style-type: none"> • Screens clients with diabetes, or those at-risk for developing diabetes, and assists them with becoming more knowledgeable about the effects of diabetes in order to understand and manage their diagnosis. • Develops a referral system of community resources and networks to collaborate with various community partners. • Works with other health related resources and medical staff in the coordination of health education activities, inclusive of exercise, for education and prevention of diabetes, hypertension, heart disease, cancer, and other health related issues. • Maintains a library of accurate and appropriate education materials as an adjunct to diabetes counseling and education. • Responsible for the provision of nutrition education and instruction for the improvement of nutrition through the use of modified diets by utilizing a Certified Nutritionist. • Attends outside health-related meetings and continuing education workshops as required. • Responsible for the documentation of case management activities, client encounters, client progress, outcomes achieved, and identification of internal and external barriers. 			
EDUCATION AND EXPERIENCE			
<ul style="list-style-type: none"> • Possess a Bachelor’s Degree in Health Care or a related field from an accredited College or University. Every two years of supervisory or work experience in any health services field, preferably with an Indian Tribe, will be substituted for one year of completed study. • Must have at least two (2) years of experience in health education, diabetes prevention, or equivalent. • Have the ability to interpret and follow program guidelines relating to the Special Diabetes Prevention for Indians and related programs. • Prefer previous experience in grant and budget management. 			
REQUIREMENTS			
<p>Must possess a valid Oklahoma Driver’s License. This position requires a successful background check and drug screening.</p>			
APPLICATION PROCEDURE			
<p>Submit Wichita Tribe Application + Copy of valid Oklahoma state driver’s license, Copy of Indian Preference form 5-4432 OR valid federally recognized Tribal CDIB (if applicable), College Transcripts OR Certificates of Completion (if applicable) to: Submit To E-mail: Humanresources@wichitatribe.com OR drop off at: 414 Wichita Circle, Anadarko OK 73005 Phone: 405-247-2425</p>			
EMPLOYMENT PREFERENCE			

The policy of the Wichita Tribe is to provide preference in employment to qualified Native Americans. The Tribe gives preference in the following order:

- Enrolled members of the Wichita Tribe.
- Descendants of the Wichita Tribe.
- Wichita relations are limited to a legally married spouse or a parent who has permanent legal custody of the enrolled child.
- Enrolled members of a Federally recognized Tribe.

If claiming Wichita Tribal Preference or Indian Preference provide a copy of form BIA-4432 Verification of Indian Preference for Employment in the Bureau of Indian Affairs and the Indian Health Service, valid Tribal I.D. or certificate of degree of Indian blood from a federally recognized Tribe to verify preference.

- Non-Indian Applicants may also apply.

BENEFITS

No cost self-only health, vision and dental insurance.
SIMPLE IRA, 3% Tribal matching contribution.
Vacation and sick leave.
Paid holiday leave.