



WICHITA AND AFFILIATED TRIBES POSITION DESCRIPTION

JOB TITLE: Special Diabetes Program Director

DEPARTMENT: Executive & Management Staff

LOCATION: Health Building – Tribal Complex

REPORTS TO: Health Services Administrator

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).

CORE DUTIES AND RESPONSIBILITIES:

1. Shall be primarily responsible for overall management of the grant(s) by providing direct oversight of the daily operations, inclusive of fulfilling goals and objectives, as required by applicable grant regulations.
2. Composes and submits annual grant applications and proposals to funding agencies, also actively seeks and applies for funding from additional resources.
3. Responsible for developing and monitoring operating budgets and insures that expenditures are in compliance with grant regulations, inclusive of either Tribal Cash Match or In-Kind costs as applicable.
4. Prepares and submits mandatory progress, statistical, and narrative reports for all program components as required by the funding agency. Ensures financial reports have been submitted in a timely manner.
5. 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.
6. Develops a referral system of community resources and networks to collaborate with various community partners.

7. 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.
8. Maintains a library of accurate and appropriate education materials as an adjunct to diabetes counseling and education.
9. 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.
10. Attends outside health-related meetings and continuing education workshops as required.
11. Responsible for the documentation of case management activities, client encounters, client progress, outcomes achieved, and identification of internal and external barriers.
12. Performs other duties related to position as necessary or assigned.

EDUCATION AND EXPERIENCE:

1. Possess a Bachelor's Degree in Health Care or 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.
2. Must have at least two (2) years of experience as in health education, diabetes prevention, or equivalent.
3. Have the ability to interpret and follow program guidelines relating to the Special Diabetes Prevention for Indians and related programs.
4. Prefer previous experience in grant and budget management.
5. Must have communication skills, both oral and written, to interact with staff, officials, funding agencies, and other individuals regarding grant/contract, program, and client matters.
6. Be computer literate and able to operate software for letter processing and spreadsheets.
7. Proven ability to work well with Indian families and children, and must have positive human interaction skills.
8. Must have the ability to organize and maintain clear and concise records.
9. Must be able to work after hours and weekends, if necessary, and attend required training sessions and/or workshops.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Work primarily in a climate controlled environment, but will be exposed to wet and/or humid conditions, high temperatures, and other outside weather conditions. Frequent stressful conditions. Frequent near vision use for reading and computer use. The noise level in the work environment is usually moderate to occasionally loud.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Must be physically able to operate a variety of office equipment, exercise equipment, and vehicles ranging from a sedan to 15-passenger van. The employee must frequently lift, carry, and move more than 25 pounds.

SPECIAL REQUIREMENTS:

Possession of a valid Oklahoma Driver’s License. Subject to a background check and drug screening. Must sign a Confidentiality Agreement and abide by confidentiality as required by Law regarding client matters. Indian preference applies.

This certifies that I have read the position description and I am capable of performing all essential functions of the job.

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| _____ | _____ |
| EMPLOYEE | DATE |
| _____ | _____ |
| DEPARTMENT SUPERVISOR | DATE |
| _____ | _____ |
| CHIEF OPERATIONS OFFICER | DATE |
| _____ | _____ |
| HUMAN RESOURCES DEPARTMENT | DATE |

Job descriptions are used primarily to assist in the identification of the core duties and responsibilities of a position and to be used in determining the level of compensation for the position. Other duties and responsibilities may be added or removed at the discretion of the Wichita Affiliated Tribes Executive Management.