



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

****RE-ADVERTISEMENT****

POSTING NO: 058-20

OPENING DATE: 02/06/2020

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Diabetes Program Manager
PAY GRADE: E8 (\$26.52/hr.-\$38.46/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: Grant Funded
DEPARTMENT: Health Services-Diabetes
REPORTS TO: Director, Health Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Achieves the Diabetes Program goals and objectives by planning, directing, monitoring and evaluating the daily operation of all departmental functions and staff. Ensures the efficient and effective provision of Diabetes Prevention Program services to increase knowledge of diabetes and its prevention in the community.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops, implements and monitors a comprehensive array of services to assist diabetics and their families to control the disease, and prevent or delay the onset of complications.
- Ensures complete and accurate documentation related to client care, including maintenance of a client data base.
- Maintains standards of operation and practice in accordance with applicable laws, regulations and requirements, as well as professional standards.
- Provides administrative direction and coordination for all program activities.
- Works with other health care providers, community and tribal agencies to coordinate client care.
- Manages and assures compliance with grants and contracts.
- Assesses diabetes service needs of the community; recommends options and courses of actions to address those needs; and implements directives.

- Monitors and develops program data system to assure the availability of reliable and useful information.
- Manages department budget; coordinates financial and budget activities for maximum operational efficiency.
- Writes proposals, grants and grant renewals to secure additional funding and grant monies for continuation and expansion of program services.
- Plans, directs, and monitors department productivity and quality goals.
- Creates policies and procedures for staff, to ensure consistency and adherence to program goals.
- Hosts regular staff meetings to ensure communication among staff regarding department related activities.
- Maintains current working knowledge of trends in diabetes prevention.
- Prepares and presents reports on the status, activities and plans for current and future operations; keeps leadership and other departments informed of status of program activities by attending meetings and submitting reports.
- Enhances professional growth and development through participation in seminars, educational workshops, classes and conferences.
- Maintains confidential information.
- Performs other duties as required.

SUPERVISION RESPONSIBILITIES:

- Manages Diabetes Educator, Fitness Program Coordinator, Nutritionist, Health Works and other support staff in the provision of Diabetes Program Prevention services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluations, disciplines and develops professional and support staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Nursing or closely related field.
- Five years progressive experience in health administration, program planning and design; or equivalent combination of education and experience.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of principles and practices of health care, patient assessments, and health education services.
- Knowledge of diabetes and other diseases and their education and prevention.
- Knowledge of budget preparation.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.

- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in making effective decisions in emergency situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Ability to work various schedules and extended hours.
- Ability to work independently and meet strict time lines.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to establish and maintain professional relationships with the public and co-workers.
- Ability to make solid decisions and exercise independent judgment.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.