

**KENAITZE INDIAN TRIBE
JOB DESCRIPTION**

POSITION TITLE: **Diabetes Prevention Program Director/Coordinator**

TYPE OF POSITION: Full Time, Exempt

REPORTS TO: Executive Director

SUPERVISES: Educator, Lifestyle Coach/Data Manager & Recruiter

INDIAN PREFERENCE: Native preference under P.L. 93-638

KENAITZE INDIAN TRIBE'S PURPOSE, VALUES & VISION

Purpose

To assure Kahtnuht'ana Dena'ina thrive forever.

Kahtnuht'ana Dena'ina Values

These are the beliefs and principles that define our people and will assure our future as tribe:

- Family: honoring and sustaining health and happiness of family as a first responsibility
- Stewardship: respectful use of land, resources and all creations
- Spiritual Beliefs: acknowledging the existence of a higher power and respecting spiritual beliefs
- Education: passing down cultural knowledge and traditions and supporting formal education

Vision

Unified Healthy Dena'ina

- We will work toward unification of the Native organizations that impact our people
- We will develop and implement a vision for a tribal education system
- We will work with the tribal members to re-educate on traditional values and practices
- We will strengthen relationships with Federal, State and Tribal governments as well as community groups to empower our role in community life
- We will focus on developing a sustainable economy
- We will strive for excellence in all of our programs

POSITION SUMMARY

The Diabetes Prevention Program Director/Coordinator is responsible for the administration of the overall program and is responsible for the day-to-day leadership and management of the activities within the program. The Diabetes Prevention Program (DPP) Director will be responsible for ensuring that the conceptualization, design, implementation, monitoring, evaluation, and reporting of all project activities are carried out in accordance with grant guidelines, policies and procedures of the Indian Health Service/Kenaitze Indian Tribe, and ADA standards of care, and evidence-based research.

ESSENTIAL QUALIFICATIONS

(Any equivalent Combination of Knowledge, Skills, Abilities, Education, and Experience)

- Education: Health professional or administrative degree or certificate, project management experience, including project coordination, budgeting, reporting and staff supervision, managing data; experience with outreach; current working knowledge of diabetes or willing to be certified.
- Experience: Minimum of two years demonstrated experience in administrative management and supervision, including fiscal, personnel, and programming oversight in a public health setting. Minimum of four years clinical experience. Experience with grant-based funding preferred.
- Required Licensure/Certification: Licensed as: RN, RD, ANP, BSN, MSN, MHA, or MPH
- Understanding of quality control and evaluation principles and techniques in health services provision and research.
- Strong team-building and problem solving skills.
- Understand customs of American Indian/Alaska Native tribes served by the Kenaitze Indian Tribe. Ability to integrate customs of the community into project activities.
- Demonstrated experience with successful community outreach programming.
- Understanding of HIPAA and institutional (including Tribal) IRB requirements for healthcare research and programming.
- Knowledge of local, regional and national programs and resources on diabetes prevention, education, treatment, and research.
- Ability to establish and maintain cooperative, supportive relationships with funding agencies, clinic staff, project participants, tribal entities, and local, state, and national organizations.

ESSENTIAL FUNCTIONS

Facilitate and support the development of all project activities and infrastructure systems for successful implementation and evaluation of the project:

- Effectively manage DPP staff, including hiring, day-to-day supervision, and performance appraisals.
- Apply the principles, practices, and standards of care for diabetes health promotion, disease prevention, and treatment.
- Develop collaborative community partnerships; establish advisory or project teams as necessary for public input to project activities; provide advocacy and develop and maintain support for the project among tribal committees, local community members, healthcare professionals, and community agencies.
- Assist in the development of protocols, procedures, and management tools, according to grant guidelines, tribal requirements, and local cultural values, for project activities, data collection, transfer and management, communications, staff recruitment and development, budget and project administration, reporting, and dissemination of results.
- Develop and monitor grant budgets and ensure compliance with all relevant policies and procedures.
- Establish and monitor appropriate policies, procedures, and professional standards to accomplish the successful development, implementation, evaluation, and reporting of the project.
- Provide direction on the development of work plans, budgets, staffing requirements, recruiting and community partnerships, and monitor and evaluate their implementation.
- Prepare grant updates, reports, and IRB submissions as required by the grant guidelines and local and regional tribal oversight committees, and ensure their accuracy and timeliness in submission to tribal review, IHS and the Coordinating Center.
- Attend all national, regional, and local grantee meetings as required; participate and provide input into the conceptualization, design, and monitoring of the project.
- Ensure adherence to IRB and HIPAA regulations in conducting all aspects of the project.
- Create and maintain an environment among project staff of harmonious collaborative relationships with tribal entities, other programs and institutions, the Coordinating Center, project sponsors, and project participants.
- Attend training as required.
- Other related duties as assigned.

This Job Description reflects Kenaitze Indian Tribe's best effort to describe the essential functions and qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and qualifications of the job.

Employee Name (printed): _____ Date _____

Employee Signature: _____

Immediate Supervisor Signature: _____ Date _____