Request for Qualifications (RFQ)
Requested by the Skokomish Indian Tribe

The Skokomish Indian Tribe is seeking a well qualified and experienced individual to provide nutritional counseling and other activities for patients and serving as the Indian Health Services (IHS) Special Diabetes Program for Indians (SDPI) Coordinator. The work setting is in the Skokomish Health Department located in rural Mason County, Washington. Health Department staff provides a variety of integrated medical, dental, behavioral health, Indian Child Welfare and other supportive services.

We anticipate the need for 24 per week with work being conducted primarily on-site. Anticipated hourly rate $40-$45 per hour depending on qualifications.

REPRESENTATIVE RESPONSIBILITIES
1. Providing nutritional counseling for patients.
2. Conducting assessments and formulating nutritional plans.
3. Serving as the SDPI Coordinator in compliance with grant requirements.
5. Providing nutritional outreach and education.
6. Assisting with program, policy and process development as requested.
7. Providing staff with nutritional education and support.
8. Utilizing the Electronic Health Record (EHR) for all aspects of patient scheduling, care and documentation.
9. Maintaining the Diabetes Register with data collection and other requirements to meet the SDPI program outcomes measures and objectives.

QUALIFICATIONS
1. Hold a current Washington State Registered Dietician license (required).
2. Minimum of two years of experience providing nutritional counseling and other services for diabetic and other patients (required).
3. Minimum of two years of experience conducting nutritional assessment of clients, developing nutritional care plans with them and their families, consistent with cultural, social, and physiological requirements (required).
4. Ability to provide nutritional education for individuals and groups in outpatient or community settings directed at prevention and control of diabetics (required).
5. Able to conduct clinical testing such as A1c in alignment with departmental policies and national standards (required).
6. Ability to conduct outreach activities as detailed in the SDPI application (required).
7. Ability to provide SDPI patients with other support as services as allowed by the program and approved budget (required).
8. Experience providing consultation for professional and paraprofessional staff concerning diets and nutrition (required).
9. Ability to track SDPI grant data and deliverables, analyzes information for program evaluation and formulates and submits accurate and timely reports (required).
10. Capable of managing the SDPI budget ensuring that expenses align with approved budget (required).
11. Ability to assist with development, implementation and updating policies and procedures for the diabetics and other outpatient services (required).
12. Experience working in an Indian Health Services clinic and/or serving Native American communities (preferred).
13. Experience utilizing an EHR (required).
14. Experience utilizing a team approach, whole person healthcare delivery systems (preferred).
15. Comprehensive understanding of healthcare confidentiality and privacy laws, rules and requirements (required).
16. Ability to effectively communicate both in writing and orally (required).
17. Hold a current AHA accredited Health Care Provider Basic Life Support (BLS) certification or obtainable within first thirty days of contract execution (required).

**CONTRACT**

A Skokomish Goods and Services contract will be negotiated between the successful proposer and the Tribe. The initial performance period will be for one year.

**PROPOSAL SUBMISSION INSTRUCTIONS**

Submit a current resume along with a cover letter that details how you meet the Qualifications as listed above to:

Via Mail:  Denese LaClair  
Health Director  
80 N. Tribal Center Road  
Skokomish Nation, WA 98584  

Via E-Mail:  dlaclair@skokomish.org