VACANCY ANNOUNCEMENT

POSITION TITLE: SDPI COORDINATOR

SUPERVISOR: HEALTH CLINIC DEPUTY DIRECTOR

OPEN: OPEN UNTIL FILLED

SALARY: $21.00 HOURLY 32 HOURS WEEKLY

REPRESENTATIVE DUTIES INCLUDE: The Special Diabetes Program for Indians (SDPI) Coordinator is responsible for the activities, reporting, participant monitoring and similar as detailed the program's annual workplan. The work setting is in a primary care clinic that serves a Native American Indian population in rural Mason County. Health Department staff provide a variety of integrated health services including medical, dental, behavioral health, Indian Child Welfare, and other supportive services. Serving as the SDPI Coordinator in compliance with grant requirements. Utilize the Tribe's Electronic Health Record (EHR) as needed to ensure that all tests, screening, care, and other services are provided. Work with participants and providers to schedule exams, tests or other things as needed.

MINIMUM QUALIFICATIONS:
1. High school diploma or GED.
2. Associate’ degree or vocational school program completion (preferred).
3. Demonstrated intermediary-level experience collecting, tracking, and analyzing data and formulating/submitting reports via a variety of systems.
4. Familiarity with diabetes programs.
5. Experience planning and coordinating educational sessions, activities, and outreach the ability to readily learn.
6. Candidate must have a valid driver’s license and be eligible for the Tribe’s automobile insurance.
7. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete fingerprint background investigation, including relevant criminal history, prior to employment.

Behavioral Standards: Respectful, courteous, and friendly to customers, other tribal employees, and tribal leaders. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effective communications with customers and other tribal employees. Gets along with co-workers and managers. Positively represents the tribe maintaining the trust Skokomish residents have place in each of us. Demonstrates honesty and ethical behavior.

This position is at will and does not create a contractual relationship between the tribe and the employee.

MUST RECEIVE APPLICATIONS: Open Until Filled. The Skokomish Tribe’s Policies and Procedures apply to this position, including Indian Preference, Confidentiality and Drug-Free Workplace. Contact the Personnel Office for a full job description and information on this position or the Skokomish Indian Tribe's policies.

Reviewed and approved     CEO Initial: ____ Date: ______

10/13/2023