



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

VACANCY ANNOUNCEMENT

POSITION TITLE: REGISTERED DIETICIAN/SDPI COORDINATOR

SUPERVISOR: MEDICAL DIRECTOR

OPEN: OPEN UNTIL FILLED

SALARY: \$43.00 HOURLY 1FTE

REPRESENTATIVE DUTIES INCLUDE: This position is responsible for the activities, reporting, participant monitoring and similar as detailed in the Special Diabetes program's annual workplan as well as providing nutritional counseling. 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. Contact newly identified individuals whose ACI level falls within the program's best practice as well as other perimeters as identified and/or referred by providers to share information about the program and the services available.

MINIMUM QUALIFICATIONS:

1. Registered Dietician
2. Demonstrated intermediary-level experience collecting, tracking, and analyzing data and formulating/submitted reports via a variety of systems
3. Familiarity with diabetes programs.
4. Experience planning and coordinating educational sessions, activities, and outreach or the ability to readily learn
5. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
6. Candidate must have an understanding of and sensitivity to the particular problems faced by the Native American community.
7. Must be able to work in a team environment.
8. The selected candidate must successfully complete a pre-employment drug screen test, and a complete 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: _____

6/11/2024