



Skokomish Indian Tribe

Tribal Center (360) 426-4232

N. 80 Tribal Center Road

FAX (360) 877-5943

Skokomish Nation, WA 98584

JOB DESCRIPTION

POSITION: REGISTERED DIETICIAN/SDPI COORDINATOR-32 WEEKLY

SUPERVISOR: MEDICAL DIRECTOR

SALARY \$43.00 HOURLY

NATURE OF WORK: 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. 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.

REPRESENTATIVE JOB DUTIES

1. Serving as the SDPI Coordinator in compliance with grant requirements.
2. Utilize the Tribe's Electronic Health Record (EHR) as needed to ensure that all tests, screening, care, and other services are provided.
3. Work with participants and providers to schedule exams, tests, or other things as needed.
4. 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.
5. Provide participants with testing equipment and training as prescribed by the provider as well as special needs items such as shoes.
6. Coordinate the scheduling and completion of medical tests, exams, and similar for participants.
7. Work with the contracted Nutritionist/Educator to provide participants and other community members with counseling, nutritional informational sessions and similar.
8. Ensuring Nutritionist/Educator's work is completed in alignment with executed goods and services contract and reviewing, approving, and processing invoices for payment.
9. Collect, track, maintain, analyze, and report program data.
10. Provide diabetes education and conduct community outreach and awareness such as participation at health fairs and similar, providing community training sessions and submitting articles for publication in the Tribe's newspaper, the Sounder.
11. Plan and lead activities for participants and other community members such as Talking Circles, walking groups, physical activity sessions and similar.
12. Participate in SDPI and other training as required or requested.
13. Maintain accurate program participant information.
14. Manage program's approved budget including procurement of goods and services and processing purchase, check requests and similar.

15. Maintain participant confidentiality in compliance with federal, state, and tribal laws, guidelines, and other requirements.
16. Other duties as assigned to accomplish program and department goals.

MINIMUM QUALIFICATIONS

1. Registered Dietician
2. Demonstrated intermediary-level experience collecting, tracking, and analyzing data and formulating/submitting 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. Experience working in the healthcare or medical field.
6. Ability to lead physical activities for participants
7. Ability to participate in training, mentoring and similar educational activities to gain skills and knowledge .
8. Experience serving Native American communities.
9. Experience utilizing an EHR.
10. Ability and willingness to take direction and carryout instructions as requested
11. Demonstrated intermediary-level experience using Microsoft Office products including WORD and Excel, passing skills tests may be required.
12. Ability to managing contracted Nutritionist/Educator's work and processing invoices for payment in compliance with the contract.
13. Demonstrated experience and/or ability to manage program's budget including procurement.
14. Understanding of healthcare confidentiality and privacy laws, rules and requirements.
15. Ability to effectively communicate in writing and orally.
16. Candidate must have a valid driver's license and be eligible for the Tribe's automobile insurance.
17. Must be able to work in a team environment.
18. Strong organizational, communication and interpersonal skills preferred.
19. 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.

Behavior 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. Get 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.

CONFIDENTIALITY: The employee will be required to sign a confidentiality agreement. Violation of this agreement can result in immediate dismissal.

DRUG-FREE WORKPLACE POLICY: The Skokomish Tribe is committed to providing a drug-free workplace for its employees, volunteers, and the community it serves. By Skokomish Tribal policy, this position requires pre-employment drug testing.

PREFERENCE: The Skokomish Tribe's Indian Preference Policy applies to this position. First preference will be given to qualified, enrolled Skokomish tribal members. Second preference will be given to qualified Native American applicants who provide proof of enrollment in a federally recognized tribe. Applicants not entitled to, or who fail to claim Indian Preference, will receive consideration without regard to ethnic/national origin, marital status, sexual orientation, religion, disability status, or membership in the tribal organization.

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

APPLICATION INSTRUCTIONS

Application must be filled in completely (Do not write see resume). **APPLICATIONS THAT ARE NOT COMPLETELY FILLED OUT and TURNED IN BEFORE CLOSING DATE WILL NOT BE CONSIDERED**

NOTE: Resumes and Cover Letters are only accepted in support of the application

JOB DESCRIPTION APPROVAL:

CEO: _____ Date: _____

Employee: _____ Date: _____