

FORT BELKNAP INDIAN COMMUNITY

TITLE: Diabetes Prevention Program Manager

WAGE: Approved budget amount

PROGRAM: Diabetes Prevention

STATUS: Permanent/Full-Time

DEPARTMENT: Tribal Health

LOCATION: Reservation-Wide

SUPERVISION RECEIVED:

The Diabetes Prevention Program Manager will receive direct supervision from the Tribal Health Director.

SUPERVISION EXERCISED:

The Diabetes Prevention Program Manager is responsible for the supervision of the Diabetes Prevention staff.

GENERAL DESCRIPTION OF DUTIES:

- Computer operation for data management of information resources and systems.
 - This will include patient care, disease prevalence and incidences, cost data and budget for the Diabetes Grant Program within the Ft. Belknap Tribal Health Department.
- Oversees the case management of staff's clients and program activities.
- Assist and direct all staff to educate the people in our communities to understand ways to prevent or delay the onset of diabetes through education, community screening and providing physical fitness opportunities.
- During the project period the Fort Belknap Indian Community SDPI program will increase education related to diabetes by at least 15% among students at Lodge Pole Elementary school, as evidenced by curriculum, outreach, maintain individual and group training records, and program records.

DUTIES AND RESPONSIBILITIES:

- Will acknowledge and perform duties and responsibilities of the position in accordance with all Federal, Tribal and State policies, procedures and regulations, and application project narrative.
- Supervises and evaluates all staff yearly.
- Plans and schedules all training, meetings, and conferences in conjunction with approved program goals and objectives.

- Reviews all reports for staff in regards to client contacts.
- Develops and maintains clients and vendor files.
- Assists with foot clinics, scheduling, referring, issuing consent forms and follow-up.
- Integrate patient care and clinical statistics into a data system for tracking.
- Document all client visits on AcuCare or the designated THD record management system.
- Ensure program meets grant reporting requirements.
- Completes all necessary correspondence with required deadlines to funding agency, tribal and MTWYTLC.
- Create, monitor, and implement budgets and modification when required within the FBIC guidelines and funding requirements.
- Provide supervision, in-service education, on-the-job training, and technical guidelines to all staff.
- Coordinate services with the local schools, tribal, and state programs.
- Submit monthly Cuff Accounts form with each monthly accountability report.
- Ensure all PCC's are entered into system within two weeks of client's visits.
- Supervise epidemiological surveys, field investigations and research studies to appraise health needs and for the purpose of quality assurance.
- Ensure staff maintain yearly HIPAA/Privacy Certification.
- Follows policies and confidentiality rules and regulations to safeguard data and information.
- Serves as Timekeeper for Diabetes Prevention Program.
- Must submit all monthly and year end reports in a timely manner to funding agency and THD Director.
- Attend monthly manager and health committee meeting.
- Twice monthly provide onsite office visit/inspections to satellite office(s) at Hays & Lodge Pole.
- Maintain records and reports of the program.
- Utilize Work Flow System for Purchase Orders/Check orders and for time keeping of employees.
- Follow all GSA rules/responsibilities to operate GSA Vehicles and submit monthly mileage log to GSA Vehicle manager.
- Ensure staff provide weekly prevention activities for the youth.
- Maintains active participation with youth networking meetings.
- Completes child health measures yearly.
- Other duties as reasonable assigned.

QUALIFICATIONS:

Candidates must meet both the education and experience requirements outlined.

EDUCATION AND EXPERIENCE:

Baccalaureate Degree in Health Education or a related field is required, with five or more years' experience supervising employees.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have computer skills and data base knowledge.
- Must have data entry skills.
- Knowledge of statistical analysis.
- Must have knowledge of basic medical terminology.
- Must attend confidentiality/HIPPA training yearly.
- Must have knowledge of a wide-range of health care concepts, procedures and techniques used by service agencies for the health and treatment of patients.
- Must have the skills to prepare, quarterly and monthly administrative reports and financial skills to maintain an annual operating budget and ensure grant revenue is ordered on a monthly basis.
- Must have the ability to make sound judgments, deal effectively with employee issues and the public's concerns.

SPECIAL CONDITIONS:

- Must possess a valid Montana Driver's License, proof of vehicle liability insurance and must be able to obtain a U.S. Government driver's license.
- Must be willing to be subjected to a pre-employment background check includes background and work history.
- Must be willing to take a drug test prior to and during the period of employment.
- Maintain HIPAA/Privacy Certification with yearly updates.
- May be required to work beyond normal business hours (evening and weekends) with the possibility of frequent travel, sometimes during the nighttime and/or during inclement weather conditions.
- Must be First Aid and CPR Certified.
- Must complete FEMA/ICS training
- Must be eligible at ordinary and reasonable cost for inclusion with the Tribal Master Insurance Policy.
- Must perform detailed work accurately, efficiently and promptly
- Must have the skills to establish and maintain working relationships with co-workers
- Must have the ability to communicate with employees and public.
- Indian/Veteran Preference Policy applies.

***Immigrant Reform and Control Act requires that all individuals appointed to a position must present proof of employment eligibility. Successful applicants will be asked to produce documentation.**

Approved:

FBIC CAO

Date

FBIC- THD

Date