

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-100 **Issue Date:** 06-13-14 **Closing Date:** 06-26-14

Program Manager
YN Diabetes Program
Department of Human Services
Hourly Wage: \$20.49/Full-Time/Regular

Provide the vision, facilitation, and energy to engage, motivate, and empower the Yakama community and its individual members to resolve and undertake lifestyle changes to prevent diabetes and its complications. Assess program and service population needs. Evaluate program performance, set and maintain performance standards for quality services. Develop policies and procedures. Develop partnerships and coordinate planning and services with other tribal departments and community organizations such as schools. Set-up and implement systems to ensure delivery and coordination of services with Indian Health Center diabetes care. Coordinate and assume responsibility for the preparation and application for I.H.S. Diabetes Education Program Recognition. Ensure 3rd Party billing for billable services. Supervise direct, evaluate and maintain program staffing. Maintain and monitor yearly budget and comply with grant requirements. Understand and work closely with other programs funded and regulated by P.L. 93-638. Assist with delivery of program services and activities.

Knowledge, Skills and Abilities:

- Professional knowledge and experience in health program management and administration.
- Professional knowledge of and experience in diabetes care preferred. Ability to maintain a high level of diabetes knowledge in self and staff and to interpret and apply current research and epidemiologic findings for diabetes prevention, education, self-care, and medical care to program planning and services.
- Experience in community health promotion. Ability to form and facilitate community, organizational and interdepartmental relationships and partnerships. Experience in primary and/or secondary diabetes prevention and education preferred.
- Ability to motivate, lead, empower, and direct staff to work together and with others to meet goals and objectives.
- Excellent oral and written communication skills. Ability to speak and write clearly, concisely, and in a well-organized manner. Ability, skill and experience in grant writing.
- Ability to work with minimal supervision. This includes the ability to work on own initiative with minimal supervision, prioritizing and completing programs, assignments and work products in a timely manner.
- Skill in interpersonal relationships. This included the ability to establish and maintain effective working relationships with employees, tribal programs, individuals and families of the target population, health care professionals, and representative of other health care organizations and community organizations.
- Ability to work as a productive member of the diabetes team as well as the Human Services Department this includes the ability to establish and maintain professional and amicable relationships and communication with other team and Department members, work effectively towards meeting Program and Department goals, especially as related to diabetes prevention and care. Maintain a high level of diabetes knowledge, and interpret research and epidemiologic findings for diabetes prevention, education, self-care, and medical care.
- Knowledge and ability to use computers in the performance of daily duties. Skill in using Microsoft Windows and Word essential. Knowledge in using Excel and I.H.S. RPMS system preferred.
- Knowledge of 3rd party billing (WA State Medicaid, Medicare, private insurance) helpful.

General Recruiting Indicators:

- Bachelors or advanced degree in a medical or related field.
- A minimum of 1 year experience working direct diabetes care preferred.
- A minimum of 1 year experience in health program management.
- A minimum of 3 years post degree experience in health care.
- Experience working in tribal or other government organization.
- Enrolled Yakama or other tribal member preference.
- Valid Washington State Driver's License and ability to acquire Tribal Driver's License.
- Must possess applicable vehicle insurance as required by Tribal Insurance Office.
- Ability to pass a pre-employment drug and Alcohol test.

Necessary Special Requirements:

- Abide by the Yakama Nation Policy Manual. Any employment concerns, issues, grievances, or disciplinary actions will be handled by following the guidelines.
- Work closely with Medical Billing Coordinator, The Yakama Service Unit Diabetes Medical Advisor, The Home Health Program, The Nutrition Program, I.H.S. Pharmacy, medical providers, and Physical Therapy Department.