

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2016-004 **Issue Date:** 01-07-16 **Closing Date:** 01-21-16

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

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. Set goals and objectives to meet needs. Supervise, direct, evaluate and maintain program and employee 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. 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, Abilities and Skills:

- 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 service.
- 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 includes the ability to establish and maintain effective working relationships with employees, tribal programs, individuals and families of the target population, health care professionals, and representatives 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 the I.H.S. RPMS & access system preferred.

General Recruiting Indicators

- Bachelors or advanced degree in a medical or related health field.
- A minimum of 1 year experience working in 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 Permit.
- Must possess applicable vehicle insurance as required by the Tribal Insurance Office.

Necessary Special Requirements:

- Abide by the Yakama Nation Personnel Policy Manual. Any employment concerns, issues, grievances, or disciplinary actions will be handled by following guidelines of the Yakama Nation Personnel Policy Manual.
- Required to pass pre-employment drug and alcohol test.
- Required to pass pre-employment background check.
- Work closely with Home Health, Nutrition, I.H.S. Pharmacy, Medical Providers, and Physical Therapy Departments.