



# EMPLOYMENT ANNOUNCEMENT

<b>POSITION:</b>	<b>DIABETES PROGRAM COORDINATOR</b>	<b>DEPARTMENT:</b>	<b>HEALTH RESOURCES</b>
<b>SUPERVISOR:</b>	<b>HEALTH AND WELLNESS MANAGER</b>	<b>STARTING SALARY:</b>	<b>BACHELORS: \$31.33</b>
<b>CLASSIFICATION:</b>	<b>REGULAR, FULL-TIME</b>	<i>(RISES BASED UPON EXPERIENCE/EDUCATION)</i>	<b>MASTERS: \$34.47</b>
<b>OPENING DATE:</b>	<b>NOVEMBER 7, 2024</b>	<b>CLOSING DATE:</b>	<b>NOVEMBER 20, 2024</b>

## POSITION SUMMARY:

The Diabetes Coordinator oversees the SDPI Community Directed Diabetes Program coordinating prevention efforts and planning for a more organized approach to diabetes care. They also manage the IHS Produce Prescription Pilot Program (P4) to improve health outcomes by reducing food insecurity and increasing the intake of fruits, vegetables, and traditional foods.

## MAJOR DUTIES:

- Diabetes Program Coordinator is responsible for overseeing the day-to-day operations of the SDPI Community Directed Diabetes Grant, DSMES (AADE DEAP) program (Must be Degreed as an RN or other health-related field), and the P4 program.
- Responsible the SDPI Community Directed Diabetes program and the P4 budget; meeting the goals and objectives set forth as directed in the grants and within the scope of the grants.
- Ensure that DEAP Standards are met and maintained for reaccreditation purposes, including preparing the required documents for a DEAP Audit, updating and reviewing templates, forms, curriculum, brochures, community resources, data collection, and dissemination of program deliverables to all key stakeholders at least annually.
- Oversee the planning, and evaluation of the DSME program including all community event planning, education, research, quality initiatives, and utilizing the budgets attached to those line items in a timely manner, as directed in the grant.
- Arranges and coordinates the of the Advisory Group and includes dissemination of DEAP, SDPI, and P4 goals, challenges, successes and any other required measurables at least annually.
- Monitors and facilitates maintenance of qualifications (CE credits, licensures, registrations) which are required by the accrediting agency, SDPI and P4 Granting authority.
- Responsible for maintaining AADE DEAP Recognition, in the evaluation of the program's effectiveness, and addressing any noted deficiencies related to accreditation, SDPI, and the P4 grant.
- Responsible for the completion of program reports, but not limited to: SDPI and P4 (Application/Annual, Semi-Annual, DM Care and Outcomes audit, Best Practices selected by program, baseline, intermediate, and final audit data submission), DEAP (Annual and renewal application), DM Program monthly reports, CQI projects, reports for analyzing and identifying trends, designing interventions, and evaluation of the results.
- Track and record program site progress to goals understanding the health of the community by generating the appropriate data, monitoring results, compiling data, analyzing historical trends, recognizing current trends, and developing interventions and dissemination of this data to all key stakeholders.
- Maintains an accurate DM registry with minimal missing values, at least every 3 months, with a goal of no missing or invalid values. Reviewing Registry and Audit data routinely for inaccuracies, collaborating with appropriate departments to correct the inaccuracies.
- Develops a schedule for delivery of services and activities to PWD and food insecurity, focusing on the AADE 7 Self-Care Behaviors and nutrition.
- Coordinate Departmental staff meetings, facilitate the organization of travel, and assist planning of training sessions and events.
- Assist in the inclusion of coordination of activities at the Wellness Center and other community partners to promote physical activities for PWD by having staff maintain logs of participants, through sign in sheets.
- Plans, designs, implements & measures services required to comply with all current standards set forth by the accrediting body, SDPI and P4.
- Provide education in a Culturally competent manner to facilitate understanding for PWD and/or Food Insecurity to successfully self-manage all domains of DSME/S. Assist PWD/Food Insecurity in understanding, accepting, and adjusting to the implications and responsibilities of medical care, diagnosis, and treatment.
- Provide Educational opportunities and support to individuals and families that are affected by diabetes, prediabetes, and/or food insecurity including measures designed to promote wellness, prevent diabetes, and prevent complications.

- Directly supervise the Diabetes Department staff and the P4 staff to ensure completion of routine daily tasks as well as assigned projects.
- Completes initial assessment of PWD using current DEAP Standards of Care who participate in the program providing individualized educational experiences, based on these needs. Ensure all required information is contained in the PWD participant intake and scanned to patient medical record, that the information is updated as the patient progresses through the program and maintains the required spread sheet for accreditation purposes of variances and said updates.
- Works with the DM Staff and P4 staff to Coordinate health care needs of participants through assessment, evaluation, and referral to appropriate resources.
- Provides the opportunity for in-house education for physicians, non-physicians, nursing staff, and any other stakeholders deemed important in the Comprehensive Care Management of PWD, prediabetes and/or food insecurity.
- Undertake additional responsibilities as delegated and directed by the supervisor to support the overall functioning and objectives of the Rocky Boy Health Center, which may include tasks such as assisting with administrative duties, participating in quality improvement initiatives, contributing to team projects, or engaging in professional development activities.

*THIS EMPLOYMENT ANNOUNCEMENT DOES NOT CONTAIN A COMPREHENSIVE DESCRIPTION OF ACTIVITIES, DUTIES, OR RESPONSIBILITIES THAT ARE REQUIRED FOR THIS POSITION. DUTIES, RESPONSIBILITIES, AND ACTIVITIES WILL BE REVIEWED PERIODICALLY AS DUTIES AND RESPONSIBILITIES CHANGE WITH NECESSITY.*

**MINIMUM QUALIFICATIONS:**

*APPLICANTS WITH CREDENTIALS THAT DO NOT MEET THE MINIMUM QUALIFICATIONS FOR THIS POSITION WILL NOT BE CONSIDERED.*

- Bachelor’s Degree in Nursing, Allied Health, or related field.
- Must be licensed in good standing with Montana as Registered Nurse, Registered Dietician, or Advance Practice RN.
- Certified Diabetes Care and Education Specialist or obtain within one year of hire.
- Certified Diabetic Footcare Nurse or obtain within one year of hire.

**DESIRED QUALIFICATIONS:**

- Knowledge and ability to apply current Standards of Comprehensive Diabetes Care using Evidence-Based Guidelines for positive patient and community outcomes.
- Knowledge of the Rocky Boy’s Indian Reservation and Chippewa/Cree language, culture, and traditions preferred.

**APPLICANTS MUST SUBMIT THE FOLLOWING ITEMS:**

- Rocky Boy Health Center Employment Application
- Letter of interest/Cover letter
- Resume or Curriculum Vitae

*ROCKY BOY HEALTH CENTER HUMAN RESOURCES IS NOT RESPONSIBLE FOR ENSURING APPLICATION PACKAGE IS COMPLETE. ONLY THOSE APPLICATIONS PROPERLY COMPLETED AND RECEIVED ON OR BEFORE THE CLOSING DATE AT 4:00 PM WILL BE CONSIDERED FOR THE POSITION ADVERTISED. RBHC RESERVES THE RIGHT TO CANCEL ANY EMPLOYMENT ANNOUNCEMENT WITHOUT PRIOR NOTICE, WITH OR WITHOUT APPLICANTS, BASED UPON THE NEEDS OF THE ORGANIZATION. ALL EMPLOYMENT OFFERS ARE CONTINGENT UPON SUCCESSFUL COMPLETION OF A BACKGROUND CHECK AND PRE-EMPLOYMENT DRUG TEST. SUCCESSFUL APPLICANTS ARE SUBJECT TO A 60-DAY PROBATIONARY PERIOD.*

**SUBMIT APPLICATION:**



In Person

Rocky Boy Health Center Human Resources Office  
6850 Upper Box Elder Road Box Elder, Montana 59521



E-mail

[rbhchr@rbclinic.org](mailto:rbhchr@rbclinic.org)



Online

<https://www.rbclinic.org/employment>

**APPROVED FOR ADVERTISEMENT:**

DocuSigned by:

*Joel Rosette*

Joel Rosette, Chief Executive Officer

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