Job Description

**Job Title:** Diabetes Program Manager  
**Division:** Community Services  
**Section:** Diabetes Program Section  
**Location:** Potawot Health Village, Arcata  
**Shift:** Monday – Friday, 8:00 am to 5:00 pm  
**Report To:** Community Services Division Director  

**Salary Table:** Table 8  
**Grade/Step:** 13-01 to 14-10  
**FLSA Status:** Exempt - Salary  
**Approved On:** BOD 04.28.15

**SUMMARY:**
Manages the Diabetes Program Section of the Community Services Division including planning, developing, implementing, by evaluating community based diabetes management and prevention programs; and supervises staff assigned to the section. The Diabetes Program Manager works closely with the Director to administer diabetes related grants and to provide overall coordination and leadership for the management and prevention of diabetes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Supervises staff assigned to the Diabetes Program Section.
- Develops plans and/or coordinates Diabetes Program staff training.
- Leads Diabetes Program staff in the provision of individual, group and community education. This can include education through classes, activities and/or events.
- Assists in the development and implementation of policies and procedures in accordance with the program and agency guidelines, Indian Health Services Standard of Care, the ADA standards of care and public health principles.
- Implements and integrates diabetes policies and procedures with input from the Medical Advisor and upholds and follows established policies on confidentiality and security.
- Prepares budgets and monitors expenditures related to Diabetes Program Section.
- Handles client complaints related to services/programs.
- Coordinates diabetes chart reviews.
- Coordinates treatment of diabetes with other UIHS sections/services.
- Adheres to accreditation and compliance standards.
- Facilitates and maintains effective communication throughout UIHS.
- Prepares grant proposals for diabetes management and prevention.
- Prepares required reports and assures compliance with grant reporting requirements.
- Coordinates program meetings and other program activities.
- Oversees maintenance of diabetes registry.
• Acts as a liaison between community and UIHS services for diabetes management and prevention.

• Works with an electronic health records system.

• Develops, plans, implements, and evaluates community based diabetes prevention programs including primary and secondary prevention education programs.

• Attends meetings as assigned or appropriate.

• Attends training and conferences as needed to advance knowledge of diabetes and community based programs.

SUPERVISORY RESPONSIBILITIES: Provides direct supervision for staff assigned to the Diabetes Program Section of the Community Services Division.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:
• Principles, practices and methods of management, preferably in a health care setting.
• Principles and practices of supervision of employees.
• Prevention and management of diabetes and related community issues.
• Computer skills, including budgetary and statistical analysis.
• Basic budgetary principles and practices.
• Basic organization functions and operations of a non-profit or public organization.

Skill in:
• Supervising employees.
• Coordinating multiple activities and projects and meeting critical deadlines.
• Leading a multi-disciplinary team.
• Preparing and monitoring budget and expenditure activities.
• Interpreting and applying laws, regulations, policies and procedures.
• Preparing clear, concise and complete reports and other written materials.
• Maintaining accurate records and files.
• Exercising sound independent judgment within established guidelines.
• Establishing and maintaining effective working relationships with those contacted in the course of the work.
• Effective communication skills in both small and large groups.

EDUCATION/EXPERIENCE: Educational degrees must be from a US Department of Education accredited school
• BA or BS in a related field plus four years experience.
• A combination of education and experience that demonstrates proficiency in the essential duties, knowledge and skills is required.
• Knowledge of diabetes and nutrition is necessary.
• Proven leadership ability, coordination and organization skills are required.

COMPUTER OPERATIONS
• Proficient personal computer skills including electronic mail, record keeping, routine database activity, word processing, spreadsheet, graphics, etc.

LANGUAGE SKILLS:
• Ability to read, analyze, and interpret the most complex documents.
• Ability to respond effectively to the most sensitive inquiries or complaints.
• Ability to write speeches and articles using original or innovative techniques or style.
• Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
MATHEMATICAL SKILLS:
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
- Ability to define problems, collects data, establishes facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS:
- Shall possess a valid driver’s license.
- Must be eligible for the agency’s vehicle insurance and provide proof of private vehicle coverage.
- Must have or be able to obtain CPR certification within six months of hire and maintain such.
- Have or become Venipuncture certified within 6 months of hire.

OTHER SKILLS AND ABILITIES:
- Ability to operate standard office equipment (copier, fax, etc.).
- Must be able to work with American Indian people and be sensitive to their culture.
- Comply with all safety policies, practices and procedures. Report all unsafe activities to supervisor and/or Human Resources.
- Participate in proactive team efforts to achieve the Mission, Vision and Guiding principles of UIHS.
- Provide leadership to others through example and sharing of knowledge/skill.

PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

N (Not Applicable) Activity is not applicable to this occupation.
O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

<table>
<thead>
<tr>
<th>Physical Abilities</th>
<th>Lift /Carry</th>
<th>Push / Pull</th>
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</thead>
<tbody>
<tr>
<td>Stand</td>
<td>O</td>
<td>F</td>
</tr>
<tr>
<td>Lift / Carry</td>
<td>10 lbs or less</td>
<td>12 lbs or less</td>
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<tr>
<td>Stand</td>
<td>F</td>
<td>O</td>
</tr>
<tr>
<td>Push / Pull</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Lift / Carry</td>
<td>11-20 lbs</td>
<td>13-25 lbs</td>
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<tr>
<td>Sit</td>
<td>F</td>
<td>O</td>
</tr>
<tr>
<td>Lift / Carry</td>
<td>21-50 lbs</td>
<td>26-40 lbs</td>
</tr>
<tr>
<td>Handling/Fingering</td>
<td>F</td>
<td>N</td>
</tr>
<tr>
<td>Lift / Carry</td>
<td>51-100 lbs</td>
<td>41-100 lbs</td>
</tr>
<tr>
<td>Reach Outward</td>
<td>O</td>
<td>O</td>
</tr>
<tr>
<td>Lift / Carry</td>
<td>Over 100 lbs</td>
<td></td>
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<tr>
<td>Reach Above Shoulder</td>
<td>O</td>
<td></td>
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<tr>
<td>Lift / Carry</td>
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<tr>
<td>Climb</td>
<td>N</td>
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<tr>
<td>Crawl</td>
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<tr>
<td>Squat or Kneel</td>
<td>O</td>
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<tr>
<td>Lift / Carry</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bend</td>
<td>O</td>
<td></td>
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</tbody>
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Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
ACKNOWLEDGMENT:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

United Indian Health Services, Inc. (UIHS) has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by UIHS as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

______________________________  _______________
Employee Signature                  Date