JOB DESCRIPTION

SENSITIVE

Job Title:	**Program Manager- Diabetes**
Dept./Division:	**Health Division/Clinical Services**
Unit:	**Diabetes Program**
Job Family/Class:	**Management Group**
Supervised By:	**Medical Director**
Employee Type:	**Full time**
Pay Grade:	**J**

NATURE OF WORK:

The Diabetes Program Manager is responsible for developing, implementing, managing and evaluating the program design with the goal of promoting health and reducing the prevalence of diabetes and its complications within the Pascua Yaqui community. The incumbent supports daily program operations, determines the appropriate use of internal and external resources, and provides required reports. The incumbent will be responsible for obtaining and implementing grants necessary to support all or part of the Diabetes Program.

ESSENTIAL FUNCTIONS:

- Perform supervisory duties including; prioritize and assign work, ensuring staff is trained, ensure that employees follow policies and procedures, and maintain a healthy and safe working environment, make hiring, termination, and disciplinary recommendations.
- Develop, implement, a monitor program policies and procedures designed to provide a comprehensive program dedicated to eliminate health disparities due to Type II Diabetes among the Yoeme people.
- Provide up-to-date clinical knowledge and skills in evidence-based medicine.
- Implement, monitor, and analysis program data to ensure compliance with local, tribal, grant, and federal government regulations as they related to the Diabetes Program.
- Coordinate and monitor the activities of other licensed health professionals, including registered nurses, clinical pharmacists, and exercise physiologists, which work with the Diabetes Program and the patients enrolled in the program.
- Advance the development, implementation and evaluation of comprehensive, evidence-based, culturally relevant diabetes services in accordance with national standards and best practices.
- Develop policies, procedures, and educational information that apply the latest in medical knowledge to avoid amputations, renal failure, cardio vascular mortality, and type II diabetes mellitus.
- Assist with program budget development and responsible for implementation of program with the budgetary constraints.
- Provide leadership for quality improvement activities, provide guidance to the staff in organization community events, and participate in activities that concern wellness and diabetes.
- Conduct audits of medical care provided to Yaqui diabetic patients as needed to assess compliance with accepted standards of care and to identify barriers to care.

- Monitor and assist contracted providers in delivering optimal clinical care to PYT patients with diabetes or at risk of Diabetes.
- Develop and implement systems for the flow of communication and information, including referrals.
- Assess the community needs and available resources for individuals and families for the prevention of diabetes and its complications; solicit community input on program direction.
- Attend and serve on committees as needed to represent, coordinate, and promote diabetes program and services among various Yaqui tribal entities and external agencies.
- Assess and promote Health Department staff's knowledge and clinical competency in the areas of diabetes, healthy lifestyle, and health education through multiple methods, including promoting, providing, or sponsoring continuing education as needed for staff.
- Support activities leading to the Certification of the Diabetes Program.
- Work with the Diabetes Program staff and other health professionals to develop, implement, and maintain a program focused on diabetes self-management for community members.
- Write, review, and update management, as requested, on program progress and achievements
- Performs other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- Diabetes risk factors and prevention strategies;
- Diabetes disease process, treatment, and standards of care;
- Current national standards for diabetes management;
- Clinical practices and procedures;
- Supervisory and budget management principles and practices;
- Fundamental theories, concepts, and methods of health education;
- Principles of management, personnel supervision and health information system utilization;
- Pascua Yaqui community resources and public health programs, functions, and services;
- Tribal and departmental policies and procedures;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Supervise and evaluate employees;
- Manage and execute multiple tasks;
- Maintain various confidential records;
- Prioritize and assign work;
- Operate a variety of office equipment, including a computer and related software;
- Provide customer service;
- Apply and explain applicable laws, codes, regulations, policies, and/or procedures;
- Counseling and training techniques;
- Budget management;
- Prepare and proofread a variety of reports and/or documentation;
- Write competitive grant applications;
- Collaborate and develop relationships and support an environment of change;
- Manage and implement a broad-based community diabetes education program;
- Make independent judgments;
- Assess the potential impact of social and political trends on department programs and activities;

- Establish and maintain effective working relationships with employees, other public agencies, and people from various socioeconomic backgrounds;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Masters Degree in Nutrition, Nursing or other Health professions and three (3) years of experience in a clinical program that provided treatment; and/or prevention, and/or case management; plus two (2) years of supervisor experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

LICENSING REQUIREMENTS:

- Must have a current State of Arizona License or certification in appropriate discipline;
- CPR and First Aid Certifications;
- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking and pushing, Incumbent may be subjected to moving mechanical parts, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, work space restrictions and travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee	10/5/15 Date
H.R. Manager/Classification & Compensation	10/5/15 Date
Human Resources Director	10/05/15 Date