



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
slthr@spiritlakenation.com

Job Title:

Outreach Coordinator

Open Date:

January 8, 2019

Position Objective:

This position is part of a cohesive group in making the Special Diabetes Program work. This position is full time employment for the duration of the grant. Will coordinate and implement effective diabetes prevention classes that encourage healthy lifestyles.

Work is performed and duties are carried out in accordance with established policies, procedures, and SDPI core values.

Major Duties & Responsibilities

- Provide on-going guidance and implementation of health activities and comprehensive activities to pre-diabetic and diabetic clients, along with non-Diabetic clients identified within the high-risk range of developing diabetes.
- Coordinate and implement diabetes prevention classes (lifestyle classes).
- Monitor diabetes prevention class success and develop evaluation tools as necessary.
- Recruit to increase participation in SDPI activities and events.
- Attend collaborative meetings to build and sustain strong, working relationships with other tribal programs and/or businesses.
- Strengthen learning skills for lifestyle changes, healthy eating practices, and physical activity.
- Performs other job-related duties as required or mandated by the supervisor.

Qualifications, Experience and education required:

- High school diploma or equivalent required.
- Driver's license required.
- HIPAA certified.
- CPR/First aid certified.
- Lifestyle coach certified (preferred).
- Highly motivated, outgoing, individual who is able to perform public speaking, work well under pressure, well organized, and has the ability to recruit participants for SDPI activities and events.
- Must be a team player and have the ability to coordinate large community events.
- Must be willing to accommodate a flexible work schedule (hours may include evenings and/or weekends).
- Have knowledge of federal, state, and local regulations affecting areas of responsibility.
- Have knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.

- Have the ability to motivate and challenge patients to pursue and to sustain life style changes and treatment activities.
- Have the ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skills in use of personal computer and a variety of job-related software applications.

Department:	Special Diabetes Program for Indians (SDPI)	Company Industry:	Spirit Lake Tribe
Hours		Closing Date:	January 21, 2019
Employment Status:	Full-time	Supervision	SDPI Program Manager
Monthly Salary Range:	DOQ	Manages Others:	No
Number of Vacancies:		Classification: Exempt/Non-exempt	

Please Send Application to:

Name:	Spirit Lake Human Resource Dept	Email:	karenj@spiritlakenation.com or normar@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota
City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-2756	Fax:	701-766-1272

Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.
------------------------------	---