



Choctaw Health Center

Diabetes Prevention Program
210 Hospital Circle
Choctaw, MS 39350-6781
(601)389-4370

JOB ANNOUNCEMENT# 564114

POSITION TITLE: Diabetes Prevention Specialist
SALARY: Tribal Pay Scale Grade 8
SUPERVISOR: Program Activities Manager
JOB LOCATION: Choctaw Health Center
TYPE OF EMPLOYMENT: Regular Full-Time/ Non-Essential
OPENING DATE: OCTOBER 11, 2021 **OCT 11 2021**
CLOSING DATE: OCTOBER 25, 2021 OR UNTIL FILLED

Mission Statement: *The Mission of The Choctaw Health Center is to raise the health status of the Choctaw People to the highest level possible.*

Vision Statement: *Our vision is to achieve a health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The purpose of the Diabetes Prevention Specialist is to assist in designing, implementing and evaluating a reservation wide education and prevention plan in an effort to promote better understanding of good health and Diabetes. Employee will also perform chart audits to assure patient compliance of diabetes care according to the HIS Standards of Diabetes Care.

Responsibilities and Duties:

1. Provide diabetes education and exercise instructions to patients in the Diabetes Clinic and in the outlying clinic.
2. Conduct chart review on patients at point of contact to identify missing requirements for annual diabetes audit..
3. Design specific fitness plan or program suitable for patient..
4. Conduct diabetes prevention education classes in the Choctaw communities and the Choctaw Tribal School utilizing the most current curriculum designed by National Diabetes Prevention Program or similar.

5. Design, initiate, and conduct exercise classes in the communities..
6. Work with individuals to establish fitness goals and help develop plans to accomplish their goals.
7. Conduct initial and periodic fitness assessment for participants.
8. Work closely with all health personnel for diabetes education and prevention in the health center, school, and communities.
9. Participate in Health Screening at Health Fairs, Tribal Schools, and various programs within the Tribal government.
10. Attend various community meetings to enhance public awareness of the CHC diabetes education and prevention program.
11. Work some evening with patients and in the community in order to promote the successful outcome to the program..
12. Assist in providing blood sugar monitoring instruction prior to dispensing of monitor and supplies.
13. Assist in distributing blood sugar monitoring supplies to diabetes and gestational diabetes patients.
14. Assist the Fitness Center Attendant in maintaining program equipment inventory and storage in a secured area. Ensures that equipment is used properly and safely to avoid damage and injury.
15. Maintain confidentiality of patient information and function under the HIPAA.
16. Maintain a record system whereby individual and small focus group data can be collected and reported.
17. Perform other duties and responsibilities as assigned by supervisor.
18. Must adhere to the established policies and procedures of the Choctaw Health Center.

Work Environment:

The major work site will be at the Choctaw Health Center Diabetes Care clinic and in the Choctaw communities of Pearl River, Bogue Chitto, Tucker, Conehatta, Standing Pine, Red Water, Bogue Homa and Crystal Ridge.

Physical Demands:

Must be willing to lift, move, assemble and/or disassemble heavy fitness equipment of at least 35 lbs.

Must acquire CPR certification with 6 months of hire.

Qualifications:

1. *Minimum of High School diploma or GED equivalent **REQUIRED** and a four year degree in related field preferred but not required.
2. Must be dedicated to maintain personal integrity and his/her own health and fitness.
3. Ability to demonstrate computer skills for word processing, spreadsheets, database, publications, communicating through electronic messaging, and obtaining information off the internet.
4. Must have good understanding of the cause and effects of Diabetes.

5. Must have good written and oral communication skills.
6. Must have good public speaking skills.
7. Must be certified or willing to become certified to administer CPR and maintain certification.
8. Must be familiar with the Choctaw communities.
9. *Must have adequate transportation, liability insurance, and valid driver's license.
10. Must have a positive attitude toward education and prevention of diabetes.
11. Must be willing to travel for additional training to improve skills related to program.
12. Must be willing to work evenings and weekends.
13. Must be self-motivated and require minimum supervision.
14. Must be able to work well with others (individuals or in groups as a team member).
15. Must have a working phone at residence or cellular phone at all times.
16. Successful completion of criminal background investigation and drug testing with no disqualifying event.
17. Must be knowledgeable in Microsoft Office - Word, Excel, Publisher and PowerPoint.

***Required documents must be attached to the application**

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required and an annual exam is required while employed.

****CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE*****

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost, and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors,

and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350