



DUCKWATER SHOSHONE TRIBE

511 Duckwater Falls Road, P.O. Box 140068

Duckwater, Nevada 89314

(775) 863-0227 Phone

(775) 863-0301 Fax

JOB ANNOUNCEMENT

TITLE: Diabetes Coordinator
OPENING DATE: May 01, 2025
CLOSING DATE: May 15, 2025
LOCATION: Duckwater Shoshone Reservation
SALARY: \$26.00 per hour

DEFINITION:

Under the direct supervision of the Division Health Manager the Diabetes Coordinator will be responsible for the Wellness/Diabetes activities of the Duckwater Community

DUTIES:

1. Will plan, establish, coordinate and implement a Diabetes Wellness Program with a variety of activities for all age groups.
2. Will coordinate activities as necessary with all Tribal Programs, as needed.
3. Must have a monthly schedule of activities and disseminate it to the community members, supervisor and staff.
4. Provide organized Physical Education activities to the Duckwater Shoshone Elementary school students at least twice a week.
5. Meet with the Elders and community to teach arts and crafts, fitness programs, as well as nutrition education classes. Will schedule classes accordingly.
6. Maintain a log/attendance of all activities.
7. Schedule consultants' visits for nutrition, diet, exercise and psychology.
8. Take initiative in coordinating and developing community services in conjunction with other resource agencies.
9. Submit monthly reports regarding program events.
10. Submit annual SDPI report to granting agencies, as well as grant application annually.
11. Attend training to increase your knowledge of wellness and activities.

KNOWLEDGE AND SKILL:

- ❖ Must have general knowledge of all sports.

- ❖ Must be willing to train and receive CPR certification within the first six months of employment and Food Handler's Certification.
- ❖ Must be computer literate.
- ❖ Must be willing to become certified Physical Fitness Trainer.
- ❖ Must understand grant writing for SDPI.
- ❖ Must enjoy working directly with all age groups and emphasis on the youth.
- ❖ Must be able to lift 20 pounds and able to set up for presentations, including sound system.
- ❖ Must be trained on RPMS within 6 months.
- ❖ Must be familiar with budgets.
- ❖ Must be able to work evenings and weekends.
- ❖ Must be self-motivated.

QUALIFICATIONS:

- ❖ High School Diploma or Equivalent (GED)
- ❖ Experience working with youth/adults for 2 years with exercise programs and presentations to the community.
- ❖ Grant writing experience
- ❖ Must pass a thorough background check.
- ❖ Must be bondable and have no felony or Criminal misdemeanor convictions.
- ❖ **Must possess a valid driver's license in good standing and be an insurable candidate to be insured by the Duckwater Shoshone Tribe.**

INDIAN PREFERENCE:

Preference will be given to all qualified Duckwater Shoshone Tribal members first; all other Indian's second and non-Indian's third in accordance with federal requirements.

APPLICATION:

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or the Duckwater website at www.duckwatertribe.org

Applications must include a cover letter, resume, drivers license and a complete application. If any those are not attached or completed: Applicant will not be considered.

Applications may be:

Mailed to: Duckwater Shoshone Tribe
 Attention: Shalene Mike-Collins, Human Resource Director
 P.O. Box 140068
 Duckwater, Nevada 89314

Emailed to: hr.enroll@duckwatertribe.org

Hand delivered to: Duckwater Shoshone Tribe – Shalene Mike-Collins, Human Resource Director
 511 Duckwater Falls Road
 Duckwater, Nevada 89314