



***Duckwater Shoshone Tribe***  
511 Duckwater Falls Road, P.O. Box 140068  
Duckwater Nevada 89314  
(775) 863-0227 Phone

## **JOB ANNOUNCEMENT**

**TITLE:** Diabetes Assistant (**Temporary Part-time**)  
**Opening Date:** May 15<sup>th</sup>, 2026  
**Closing Date:** May 29<sup>th</sup>, 2026  
**Location:** Duckwater Shoshone Reservation  
**Salary:** \$24.00/hour

### **DEFINITION**

Under the direct supervision of the Health Manager, the Diabetes Assistant will be responsible for assisting with Wellness activities of the Duckwater Community during the summer months.

### **DUTIES**

- Will plan, establish, coordinate and implement a Wellness Program with a variety of activities for all age groups.
- Will coordinate activities as necessary with all Tribal programs.
- Must have a monthly schedule of activities and distribute to the community members, supervisors and staff.
- Help with providing organized activities to the Duckwater community youth during the summer months.
- Maintain an attendance log of all activities.
- Schedule exercise/wellness classes for all adults/elders.
- Take initiative in coordinating and developing activities with other resource agencies.
- Plan community wellness events for all ages.
- Other job duties as assigned.

### **KNOWLEDGE AND SKILL**

- Must have knowledge of all sports.
- Must be willing to train and receive Food Handlers certification.
- Must enjoy working directly with all age groups, with an emphasis on youth/elders.

- Must be able to lift 20 pounds and able to set up for presentations.
- Must be computer literate.
- Must be able to work evenings and weekends.
- Must be self-motivated.

### **QUALIFICATIONS**

- High school diploma or equivalent (GED)
- Nevada Driver's license and be insurable under the Duckwater Shoshone Tribe's insurance policy.

### **EQUAL OPPORTUNITY EMPLOYER:**

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

### **REFERENCES:**

Professional references MUST have both emails and phone numbers. Otherwise, that (those) references will not be used.

### **APPLICATIONS:**

Applications may be picked up at the Duckwater Shoshone Tribal Administration Office or the Duckwater website at [www.duckwatertribe.org](http://www.duckwatertribe.org)

Applications must include a cover letter, resume, driver's license and a complete application. If those are not attached or completed, applicant will not be considered.

### **Applications may be:**

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

**Emailed to:** [hr.enroll@duckwatertribe.org](mailto:hr.enroll@duckwatertribe.org)

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