



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

JOB ANNOUNCEMENT

TITLE: Special Diabetes Program for Indians (SDPI) Diabetes Coordinator (Full Time)
OPENING DATE: July 24, 2026
CLOSING DATE: August 07, 2025
LOCATION: Duckwater Health Department, Duckwater Shoshone Reservation
SALARY: \$26.00 per hour or DOE

DEFINITION:

Under the direct supervision of the Division Health Manager the Diabetes Coordinator will be responsible for coordinating activities funded through the Indian Health Service (IHS) Special Diabetes Program for Indians (SDPI). The Coordinator works with healthcare staff, community partners, and program participants to support diabetes prevention, education, and disease management services. The position also assists with program planning, data collection, reporting, and grant requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate day-to-day activities of the SDPI program.
- Plan and conduct diabetes education and prevention activities.
- Provide individual and group education on diabetes self-management and healthy lifestyle practices.
- Maintain program records and collect data required for SDPI reporting.
- Prepare reports and other documentation required by the SDPI grant.
- Assist with program planning, implementation, and evaluation.
- Organize community outreach activities, health screenings, and educational events.
- Work with clinic staff and community partners to support program goals.
- Maintain participant confidentiality and comply with applicable privacy policies.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- One to two years of experience in public health, diabetes education, chronic disease management, or a related field preferred.
- Experience working with American Indian or Alaska Native communities is preferred.
- Experience with grant-funded programs is preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of diabetes prevention and management principles.
- Ability to communicate effectively with patients, staff, and community members.
- Ability to organize educational and outreach activities.
- Basic knowledge of data collection and reporting.
- Proficiency in Microsoft Office and electronic health record systems.
- Ability to work independently and as part of a team.
- Must be able to work evenings and weekends
- Must be able to lift 20 pounds and set up for presentations, including sound system
- Must be willing to become certified Physical Fitness Trainer

QUALIFICATIONS:

- High School diploma or Equivalent
- **Must possess a valid driver's license in good standing and be an insurable candidate to be insured by the Duckwater Shoshone Tribe.**
- CPR certification or the ability to obtain certification within a specified timeframe.
- Experience working with youth/adults for two years with exercise programs and presentations to community
- Must pass a thorough background check

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.

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

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, enrollment card, 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