



Job Title: DIABETES PREVENTION EDUCATOR

Department /Office: Hopi Wellness Center

Reports to Whom (title): Diabetes Program Coordinator

Salary / Hourly Range: 30

Job Classification Code: 8810

Level of Background Check: 1B

Status: NON-EXEMPT

Driving Required: Yes, As Required

PD Revised: 07/28/2014

JOB DESCRIPTION:

This position is responsible for providing community education in diabetes prevention, care and management through presentations, cooking demonstrations and training sessions. The incumbent performs duties of semi-difficulty and complexity requiring knowledge and skill in public speaking, nutrition and health prevention awareness.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Plans, implements, and evaluates diabetes prevention and education functions and activities in accordance with the Special Diabetes Program goals and objectives, applicable regulations and necessary procedures. Diabetes prevention and education activities include community wellness programs, individual health screenings, family wellness events, school wellness and diabetes education, cooking demonstrations, health fairs, etc.
2. Assists with coordinating wellness activities for community members such as the 100-Mile Club and Hopi Tribal Employee Wellness Program. Coordination includes providing structure for activities, ordering materials and supplies, promoting activity and recruiting participants.
3. Performs healthy cooking demonstrations at schools, villages, communities, worksites and other places of public interest to promote healthy eating habits and to promote diabetes prevention.
4. Collaborate with the Indian Health Services to provide activities and educations to patients and community members such as youth activities and Diabetes Education Clinic.
5. Collaborate with local area schools to implement school wellness policies and provide Diabetes prevention education and activities.
6. Communicate with community members on a consistent basis through a variety of methods such as published newspaper articles, digital stories, social media, e-mail, newsletters posters, etc. to provide information about diabetes prevention, healthy lifestyle changes, and program activities.
7. Collaborate with tribal and village personnel and other service related entities to meet program goals and establish and maintain a positive working relationship.
8. Provides assistance in identifying community health problems and concerns; assists with implementing solutions to said problems and concerns.
9. Prepares correspondence, reports, and other documents; establish and maintains official records of documents and files.
10. Performs other work related duties/tasks as assigned and authorized by the supervisor to meet office and project goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, personnel from other related service agencies, schools, villages/communities and the general public. The purpose of these contacts is to exchange factual information, provide assistance and advisement and establishing a network of resources.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

Majority of the work is performed in the schools and community setting when conducting on-site demonstrations, classes and presentations. Some work is performed in a standard office environment. The incumbent is required to maintain a flexible schedule. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:

1. Required Education, Training and Experience:

- A. Education: High School diploma or G.E.D. certificate;

AND

- B. Experience: Two (2) years work experience conducting community health education presentations;

OR

- C. Any equivalent combination of Education, Training and Experience, which directly demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

A. Knowledge:

- Knowledge of disease process and complications of diabetes; basic health promotions and disease prevention
- Knowledge of educational tools and use of the media for information dissemination; working knowledge of audio, video and graphic production
- Working knowledge of visual aids, literature and services available in the field of community health
- Knowledge of basic nutritional principles for diabetes
- Knowledge of Health Assessment screening tools

B. Skills:

- Skill in operating and maintaining care for related equipment
- Office automation, software and computer operations skills
- Verbal and written communication skills to prepare correspondence, flyers, notices, reports and conducts public presentations
- Skill in planning and implementing activities

C. Abilities:

- Ability to design and produce graphic material
- Ability to follow verbal and written instructions
- Ability to maintain strict confidentiality of participant information and records
- Ability to establish and maintain effective working relationship with others

NECESSARY SPECIAL REQUIREMENTS:

1. The candidate must successfully complete & pass the following pre-employment screening in accordance with Hopi Tribal Management Policy
2. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
3. Pass a sensitive background investigation and fingerprint check; No felony convictions or two or more misdemeanor convictions.
4. Must be able to pass pre-employment drug, alcohol and substance screening and randomly throughout term of employment.
5. Possess and maintain a valid Adult/Infant CPR and First Aid certification.
6. Complete and pass a physical fitness examination prior to employment if selected and yearly thereafter.

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