



### **OVERVIEW**

The position is responsible for providing diabetes-related education on diabetes prevention, care and management through the promotion of health, nutrition and physical activity. The incumbent provides educational services to elders, adults, and youth in schools, villages/communities, Tribal departments and programs, and/or other entities requiring performance in public speaking, nutrition and prevention awareness.

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 information, provide assistance and advisement and establish a network of resources.

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.

### **PRIMARY JOB FUNCTIONS** (The following duties are not all-inclusive or restrictive)

- 1) Plans, and implements, diabetes-related prevention and education functions and activities in accordance with the Hopi Wellness Center goals & 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) Assist in the drafting, planning, coordination and implementation of program diabetes-related prevention and education outreach activities.
- 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) Plan and conduct group session or one-to-one coaching using evidence-based Centers for Disease and Control approved Lifestyle Change Program curricula on topics that include healthy eating, physical activity and behavior modification strategies.
- 5) Collaborate with the Indian Health Services to provide education and activities to patients at the Wellness & Lifestyle Management Clinic.
- 6) Develop materials, adapt or design educational and outreach materials that are culturally relevant for diverse community populations through methods such as published newspaper articles, digital stories, social media, email, newsletters, posters, etc. to provide information about diabetes prevention, healthy lifestyle changes, and program activities.
- 7) Work in partnership with tribal and village personnel and other service related entities to meet program goals and establish and maintain a positive working relationship.
- 8) Provide assistance in identifying community health problems and concerns; assists with implementing solutions to said problems and concerns.
- 9) Prepare correspondence, reports, and other documents; establish and maintain accurate records of participant data and program activities for programming outcomes.
- 10) Performs other duties, in line with current job responsibilities and range of pay/salary, as assigned or authorized to achieve Tribal goals and objectives.
- 11) Support the Department of Health & Human Service mission and vision by working collaboratively, coordinating efforts and communicating effectively.

### **MINIMUM QUALIFICATIONS**

Education: Associate degree in Health Science, Public Health, Nutrition or closely related health & wellness field; AND

Experience: Two (2) years' work experience conducting community health education, community outreach, health promotion, exercise science, or health & wellness; OR

Equivalent combination of Education, Training, and Experience, which demonstrates the ability to perform the duties.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of diabetes education, and health promotion 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 nutritional principles for diabetes
- Knowledge of Health Assessment screening tools
- Knowledge of Tribal Department of Health & Human Services, health care systems and facilities and other community resources for referral
- Skill in operating basic office equipment/machines, computers and applicable software
- Skill in operating and maintaining care for related body composition equipment
- Excellent verbal and written communication skills, with the ability to conduct public presentations, prepare correspondence, flyers, notices, and reports
- Skill in planning, organization and implementing activities
- 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 relations with others
- Ability to work flexible hours

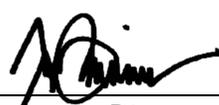
**NECESSARY REQUIREMENTS**

- 1) Required to maintain a valid Arizona Driver’s License and complete the Hopi Tribe’s Defensive Driving training.
- 2) Driving is an essential function of this position. Certification to operate a tribal vehicle for business purposes requires a valid Arizona driver’s license, which qualifies the incumbent for coverage under the tribal insurance policy (tribal insurance qualifications are independent of MVD issuance of a driver’s license). Incumbent must maintain a clear driving record to meet all necessary insurance requirements.
- 3) Must complete and pass pre-employment screening.
- 4) Must pass mandatory and random drug & alcohol screening.
- 5) Must not have any felony convictions.
- 6) Must not have misdemeanor criminal convictions at the local, state, or federal level within the past five (5) years of application.
- 7) Must obtain CPR/First Aid Certification within ninety (90) calendar days of hire and maintain certification throughout employment.

**DIABETES PREVENTION EDUCATOR**

Hopi Wellness Center  
 Department of Health & Human Services  
 Supervisor: Diabetes Program Coordinator  
 Salary Range: 30  
 Classification: NON-EXEMPT  
 Revised 02/26/2026

REVIEWED BY:  DATE: 3/5/26  
 Department Director

APPROVED BY:  DATE: 03/05/2026  
 Human Resources Director