ONEIDA TRIBE OF INDIANS OF WISCONSIN

Human Resources Department

JOB DESCRIPTION

APPLY IN PERSON AT:
Human Resource Department
909 Packerland Drive
Green Bay, WI 54303

APPLY ONLINE AT:
http://oneida-nsn.gov

OR MAIL TO:
Human Resource Department
P.O. Box 365
Oneida, WI 54155-0365

Phone: (920) 496-7900
Fax: (920) 496-7490
Job Line: 1-800-236-7050

SECOND POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Diabetes Program Supervisor
POSITION NUMBER: 02093
DEPARTMENT: Diabetes
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Director of Nursing
SALARY: E06 $50,338/Annually (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: February 8, 2016
CLOSING DATE: Until Filled
Transfer Deadline: February 15, 2016
Proposed Start Date: As Soon As Possible

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Oneida Tribe of Indians of Wisconsin does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

POSITION SUMMARY

This position will manage, coordinate and maintain clinical standards of care and guidelines for a multi disciplinary diabetic program and will be a key player in participating in writing, implementing, and evaluating diabetic grant initiatives. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Manage, coordinate, and track the diabetes grant.
2. Responsible for the supervision of personnel, which includes, work allocation, training and problem resolution. Evaluate performance and administers personnel actions; motivate employees to achieve peak productivity and performance.
3. Develop, implement, and maintain the American Association of Diabetes Educators protocols including appropriate and acceptable industry standards of care to ensure quality care.
4. Develop and maintain community diabetes health education events.
5. Prepare diabetic grant budget development, grant application process, data collections and reporting processes.
6. Develop culturally appropriate diabetes education materials, curriculum, and presentations that will work with high risk populations.
7. Develop case management guidelines in collaboration with the medical and nursing staff and other multiple disciplines; prioritize the caseload and plan accordingly.
8. Ensure assignments of staff provide adequate coverage.
9. Ensure department's daily records are accurately maintained.
10. May be requested to assist with clinical supervision as needed.
11. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
12. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
13. The above duties and responsibilities are not an all inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently sit, stand, walk, bend/stoop, squat, reach above shoulder level, crouch, kneel, balance, push and pull, and repetitively use both hands, frequently carry and lift up to Twenty-four (24) pounds with assistance.
2. Extended hours and irregular shifts and/or evening and/or weekend work may be required.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of nursing theory and practice
2. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
3. Knowledge of AAAHC, JCAHO, HIPAA, Workers Compensation, OSHA, Federal, State and Local regulations.
4. Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
5. Knowledge of CPR and emergency medical procedures.
6. Knowledge of related accreditation and certification requirements.
7. Knowledge of clinical operations and procedures.
8. Knowledge and skill in employee development and performance management.
9. Skill in examining and re-engineering operations and procedures, formulating policy, and developing and implementing new strategies and procedures.
10. Skill in preparing and maintaining patient records.
11. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
12. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
13. Ability to develop and maintain professional relationships with a variety of individuals and groups in a complex, multi-cultural environment is required.
14. Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
15. Ability to communicate effectively, both verbally and in writing.
16. Ability to foster a cooperative work environment.
17. Ability to develop and present educational programs and/or workshops
18. Ability to organize training programs and competency reviews of nursing staff.
19. Ability to supervise and train employees, to include organizing, prioritizing and scheduling work assignments.
20. Must be CPR and Red Cross First Aide Certified or the ability to obtain within three (3) months of employment. Must maintain CPR and Red Cross First Aide Certification during employment.
21. Oneida Certification on reporting Child Abuse and Neglect is required within ninety (90) days of employment.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position**. (Training will be administered by the Human Resource Department.)**
24. Must be willing and able to obtain additional education and training.
25. Must pass a pre-employment drug screening. Must adhere to the Tribe's Drug and Alcohol Free Workplace Policy during the course of employment.
26. Must pass a background security check with the Oneida Tribe in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Tribe Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Tribe's Gaming Division.
27. A valid driver's license, reliable transportation, and insurance. Must obtain a Wisconsin driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal vehicle under the Oneida Tribe's Vehicle Drivers Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

Applicants please clearly state on the application/resume if you meet these qualifications.

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MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelors of Science in Nursing from an accredited school of nursing is and a current Wisconsin Registered Nursing (R.N.) Licensure.
2. One (1) year of relevant experience in the development, administration or management of grant programs, two (2) years of previous experience working with Diabetic patients in a clinical outpatient setting and (2) years of supervisory experience an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment**.