



Cow Creek Government Office

Position Description

Position Title: Dietetics Manager

Department: CCH&WC

Reports To: Chief Health Officer

FLSA Designation: Exempt

POSITION PURPOSE:

Develops and manages the dietetics division of the CCH&WC to improve the health of Cow Creek tribal members and CCH&WC patients. Provides health risk factors and wellness programs, evaluates, organizes, promotes, and implements health risk reduction and wellness programs such as basic nutrition programs, our tribal diabetes prevention and treatment program, and other healthy heart classes. This is a working dietician (50%) and manager position (50%).

ESSENTIAL FUNCTIONS:

- Direct management and supervision of dietetics and diabetes prevention program staff. Responsible for time sheets, day-to-day management, evaluation and department administration.
- Plans, implements, and evaluates all CCH&WC education programs and services, including, but not limited to nutrition, diabetes, physical activity and general clinic healthcare education programs.
- Oversees Diabetes Education Programs including the Diabetes Prevention Program, Diabetes Self-Management, Education and Support and the Beyond the Diagnosis: Type 1 Diabetes Support Group. Ensures that programs are taught with an approved curriculum, grant requirements are being met including data and reporting requirements. Assists in publicizing and recruiting various events related to diabetes education and resources.
- Develops and conducts health education/promotional presentations on health related topics.
- Plans and implements health fair events, activities and other programs including arranging for speakers, facilities, resources, and staffing. Focus is primarily internal activities which includes community tribal activities and minimal external community engagement but some is valuable and needed.
- Assist CCH&WC staff and our tribal communications department with health related American Indian/Alaska Native specific healthcare messages and education to tribal membership via various resources and modes of internal communications. Serves as the resource person for all staff members, designs and develops brochures, reports, manuals, newsletters, pamphlets, resource packets, posters, and various training materials promoting public health issues and health activities.
- Integrate health and safety as a value in how all work is conducted, by constantly striving to create a workplace that is healthy and safe for self and co-workers. Ability to work effectively with individuals from different cultural backgrounds, including the ability to understand the behaviors of other individuals and groups, and to make appropriate recommendations.

- Grant managements to include proposals, implementation of grants and reporting (including Indian Health Services Annual Audit and Mid-Year and Final Annual Year End reports). Works closely with the CCH&WC Grants Coordinator and Grants Financial Specialist.
- Participates in quality assurance and quality improvement with the CCH&WC Quality Improvement Team.
- Provides a monthly report, maintaining complete records and files regarding services, activities and documents at request of Chief Health Officer or Tribal Leadership.
- Maintains an updated Dietetics Department Manual.
- Participates in Onboarding of all Dietetics Department staff and other CCH&WC staff.
- Ensures that clinic documentation is kept secure and confidential and maintains consistency with CCH&WC Policies and Procedures.
- Works as part of CCH&WC leadership team.

QUALIFICATIONS:

- Possession of a Bachelor's Degree in Health Education, Public Health or a related health field.
- Two years of experience in health, preferably in a health promotion/education capacity.
- Solid working knowledge of budgeting and grants management.
- Knowledge of primary care, behavioral health, and integrated model of care.
- Knowledge of HIPAA guidelines and regulations, ability to apply them.
- Knowledge of educational principles of adult learning theory, group dynamics, behavior change concepts, empowerment models, motivational interviewing techniques, learning styles and teaching strategies.
- Ability to communicate effectively with a variety of audiences using a variety of mediums.
- Prefer some marketing experience and experience with window based computer programs.