



Department

Human Resource

*PO Box 538
Fort Washakie, WY
82514
Phone: (307) 332-2005
Fax: (307) 332-9883*

NOTICE OF EMPLOYMENT

POSITION: Diabetes Case Manager
DEPARTMENT: Tribal Health
SUPERVISION: Director
SALARY: Depending on Experience
OPENING DATE: November 7th, 2025 **CLOSING DATE:** November 21st, 2025

POSITION SUMMARY:

The diabetes care and education specialist (CDCES) delivers comprehensive and seamless services that bridge the gap and integrate clinical and self-management aspects of diabetes and cardiometabolic care. The CDCES is an integral part of the interprofessional team and provides collaborative, comprehensive and person-centered care, and education conducive to behavior change and improved quality of life across the lifespan. The CDCES supports and advocates for people affected by diabetes to optimize quality care. The CDCES promotes self- management to achieve individualized behavioral and treatment goals that reduce risks and optimize health outcomes.

Below are examples of what could be used for the roles and responsibilities of a CDCES. For a full list of the CDCES competencies by domain, please use the following links: Clinical Management Practice and Integration, communication and advocacy, person-centered care and counseling across the lifespan, research and quality improvement, systems-based practice, professional practice.

DUTIES AND RESPONSIBILITIES

- Integrates skills and knowledge of pathophysiology, epidemiology, clinical management, cardiometabolic conditions, and self-management of diabetes into clinical practice.
- Advocates for and communicates about improved quality of care and outcomes for those living with, at risk for, and affected by diabetes and cardiometabolic conditions.
- Actively participates in the quality improvement (QI) process and adapts practice/process based on QI findings.

- Partners with individuals to deliver care and education conducive to behavior change and improved quality of life for self-management of diabetes and cardiometabolic conditions across the lifespan.
- Contributes to research and applies current research and evidence-based care to practice.
- Applies business principles, systems practice, and population health management to support achievement of the Quadruple Aim (reduced costs, better outcomes, improved experience, and improved work life for healthcare providers).
- Applies the AADE7 self-care behaviors to educate on and initiate behavior change.
- Engages in lifelong learning and serves as a role model of professionalism.
- Provides quality diabetes self-management education and medical nutrition therapy (limited to Registered Dietitians) in individual and group settings based on assessed needs. Utilizes appropriate teaching techniques that are sensitive to the learning preferences of the person with prediabetes or diabetes.
- Follows the ADCES Diabetes Education Accreditation Program requirements which are based on the National Standard of Diabetes Self-Management and Support Guidelines.
- Completes comprehensive assessments for each patient including emotional and behavioral health, interprets personal health data, develops an individualized care plan based on the patient's assessed needs and goals and promotes successful self-management.
- Documents all individual contacts/visits in the Electronic Health Record and outcomes data base according to the guidelines in a timely manner.
- Collaborates, advocates, and confers with other members of the diabetes care team in developing person-centered diabetes plans.
- Advocates for and supports technology-enabled diabetes education and care, in individual and population health diabetes services.
- Collaborates with community partners to establish and maintain on-going support options.
- Contributes to the achievement of established department goals and objectives and adheres to department policies, procedures, quality standards and safety standards. Complies with governmental and accreditation regulations.
- Participates in meetings, serves on committees, and represents the department and hospital/facility in community outreach efforts as appropriate.
- Performs other duties as assigned to maintain and enhance the operation of the program.

PERFORMANCE STANDARDS AND EVALUATION FACTORS SHALL INCLUDE BUT NOT BE LIMITED TO THE :

- Ability to maintain dependable attendance and reliability.
- Ability to conduct research, analyze findings, prepare and present clear and precise recommendations and reports.
- Ability to work effectively in a complex office environment.
- Ability to determine eligibility for a variety of external proposal opportunities.
- Ability to comprehend and make inferences from legal and administrative written materials.
- Ability to analyze and compile information and prepare written and oral reports.
- Ability to work cooperatively and maintain liaison with Community Departments as well as outside agencies at the Community, state, federal level and non-profit levels.
- Ability to coordinate the development and administration of grants/contracts.
- Knowledge of policies, procedures, methods, techniques and practices.
- Knowledge of report preparation, memo and business letter writing.

- Knowledge of compliance with Finance and Tribal Management Systems.
- Knowledge of program development, operation, budgeting and program evaluation methods and techniques.
- Knowledge of award administration practices and techniques.
- Skill in writing grant proposals, project management, and completing grant applications.
- Skill in communication, both verbally and in writing, including excellent attention to written detail.
- Skill in establishing and maintaining effective working relationships with Tribal departments and employees.
- Skill in the operating computer equipment, including use of the internet, databases, and related software applications.

QUALIFICATIONS:

- Working at another site and/or other departments or programs may be required.
- ADA: Some skills/physical requirements can be altered and appropriate accommodations or use of adaptive equipment will be made in accordance with the ADA. Associates should discuss accommodations and provide medical documentation to Occupational Health.
- DIRECT PATIENT CARE/CONTACT: Exposure to patients, visitors, and family members with a variety of physical and psychiatric/mental health conditions. Visual acuity including color vision. Ability to hear and orally communicate. Ability to read, comprehend, and write English language. Manual dexterity.
- Must be able to work with a diverse patient population and have exceptional customer service skills.
-

SPECIAL REQUIREMENTS:

MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE DEPARTMENT INCLUDING RECORDS, REPORTS,

DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.

APPLICATION REQUIREMENTS :

- Submit a complete application with supporting documents to the Eastern Shoshone Tribe, Human Resource Department, P.O. Box 538, Ft. Washakie, WY 82514.
- Applicants that state “See Resume” for employment history must have the following the information listed on the resume:
 - Dates of previous employment
 - Reason for leaving previous employment
 - Hourly rate of previous employment.
- Applications are available online at easternshoshone.org and can be sent via email to

lmorgan@easternshoshone.org or faxed to 307-332-9883 until 4:45 PM on the closing date.

- **Supporting documents:** Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials and other supporting documents that verify required qualifications.
- Applicants who have a current application with supporting documents on file **must** submit a letter of interest. The letter should address how you meet each qualification. **Telephone calls are not accepted in place of an employment application or letter of interest.**
- Preference will be given to a qualified Eastern Shoshone tribal member, then other qualified federally recognized Indian tribal members and then other qualified candidates. Applicants must submit a copy of Tribal Enrollment card or CIB for Indian Preference.
- Veterans who meet the minimum qualifications and provide documentation of an honorable discharge (DD214) from any branch of military service are entitled to receive preference points during the interview process.
- Applicants being considered for employment will be required to pass an alcohol and drug test and a background check. Refusal to take the test or testing positive will render the applicant ineligible for employment with the Eastern Shoshone Tribe for 60 days.

APPLICATION REQUIREMENTS:

MUST COMPLY WITH HIPAA PRIVACY RULE AND MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE HUMAN RESOURCE DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will subject to appropriate disciplinary action, up to and including dismissal from employment.