

JOB OPENING ANNOUNCEMENT

Job Title: Diabetes & Grant Coordinator

Report To: Medical Clinic Manager

Department: Medical Clinic

Job Vacancy: YAN-26-101

Status: Full Time; Non-Exempt

Starting Wage: DOE

Opening Date: 09/21/2026

Closing Date: Until Filled

POSITION DESCRIPTION:

The Diabetes & Grant Coordinator is responsible for all administrative components to meet the grant requirements of the Diabetes Grant. The Diabetes & Grant Coordinator is also responsible in developing and implementing activities that will improve the quality of diabetes healthcare and education.

QUALIFICATIONS:

- High School Diploma or GED equivalent plus Associates Degree in Health Care Management from an accredited university preferred.
- Must possess reasonable knowledge of policies and procedures affecting assigned work and knowledge of office administration principles, budgeting procedures and financial record keeping.
- Must possess knowledge of a variety of computer software, including Word Processing, Database and Spreadsheet Applications, and Microsoft Office.
- Must possess skill in utilizing a variety of office equipment, in basic math and bookkeeping practices, and in basic grammar and punctuation.
- Establishes and maintains effective working relationships with other department staff, tribal departments and general public.
- Must be able to prioritize own work and meet deadlines as necessary.
- Must have good telephone etiquette and be able to correspond effectively orally, and in writing by letters, memos and email.
- Must be enthusiastic, motivated and well-organized, and be able to work both as part of a team and independently.
- Ability to maintain strict confidentiality.
- Must be able to work with minimum supervision.
- Evidence of continuing education to maintain any required Certifications/License and update knowledge and skills.
- Must have a valid Arizona Driver's License and be insurable with the Nation's auto insurance policy and sustain insurability throughout the duration of employment.

DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical and administrative duties in connection with the management of the Diabetes Grant.
- Ability to formulate, execute and monitor and operating budget.

- Maintain spreadsheets to track budget expenses, cuff account and to reconcile program expenses on a monthly basis.
- Prepare and process all purchase requisitions and purchase orders.
- Obtain requests from CHR Manager and Diabetes Educator to obtain material for use in developing diabetes activities, preparing for conferences and other purposes.
- Receives verbal and written requests for informative material concerning diabetes program
- Communicate patient information with other healthcare providers in a highly confidential manner.
- Keeps CHR Manager informed prior to taking necessary actions, regarding requirements made upon the organization concerning special reports on facilities, supplies, personnel, and other administrative matters.
- Distributes, collects and assesses program surveys and annual diabetes audit.
- Establishes and maintains program filing systems to ensure confidentiality.
- Determines the need for establishing of new files or revising the existing file structure.
- Assist with identifying needs, reviews plans for feasibility, prepares and reviews grant applications, defines operational and management requirements and assist in implementing tribal grant process and program policies and procedures to conform to regulations and eligibility criteria. Serves as a liaison between federal, state, local agencies, and awarding agency.
- Responsible for ordering and tracking inventory of all diabetes supplies and program forms.
- Develops and maintains an inventory database for the program.
- Maintains a login/log out book for supplies and equipment.
- Maintains control of records of incoming/outgoing correspondence and referrals.
- Prepares monthly, quarterly and year-end summary reports.
- Gather statistical data for qualifying assurance projects.

Physical Requirements:

The employee must occasionally lift and/or move up to fifty (50) pounds and occasionally more. Will be required to lift or assist in transportation of individuals. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the environment is typical of a home setting, with frequent excursions into normal traffic noises. While performing the duties of this job the employee is required to sit; talk or hear; stand; walk; use hands to finger; handle or operate objects; tools or controls; and reach with hands and arms.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

How to apply: Please submit your resume and application to:

Yavapai-Apache Nation / Human Resources

2400 W. Datsi / Camp Verde, AZ 86322

P: 928-567-1062 / Fax: 928-567-1064

www.yavapai-apache.org

INDIAN PREFERENCE:

Preference will be given to qualified applicants who are members of federally recognized Indian tribes. To be considered for Indian Preference, you must submit your Certificate of Indian Blood (CIB) with your application.

**WILL BE REQUIRED TO PASS A PRE-EMPLOYMENT DRUG SCREEN AND
COMPLETE A BACKGROUND CHECK WHICH WILL INCLUDE
FINGERPRINTING**