



Spirit Lake Tribe
P.O. Box 359
Fort Totten, North Dakota 58335
mkeo@spiritlakenation.com

Job Title:	Program Manager	Open Date:	May 14, 2025
SL Program:	Special Diabetes Program for Indians (SDPI)	Close Date:	Until Filled

Position Objective:

This position is responsible for directing & managing the Spirit Lake Special Diabetes Program for Indians (SDPI)/Sacred Life Center, including all duties pertaining to the sustainability of the SDPI grant & budget and other additional grants under the SDPI. Work is performed and duties are carried out in accordance with established policies, procedures, and SDPI core values/Best Practices.

Major Duties & Responsibilities:

- Provide complete direction & management of the SDPI “Sacred Life Center”, including SDPI staff, and other existing grants under the SDPI.
- Be proactive in finding potential grant opportunities when they are announced (as needed).
- Follow and complete the requirements for the submission of the federal IHS SDPI grant application, all CDC Recognition Program requirements, and other reports regarding additional grants under the SDPI.
- Follow and complete the requirements for ongoing tracking, monitoring, and reporting of all SDPI grant activities at the federally designated time intervals, along with other additional grants.
- Complete and submit all required SDPI reports to the IHS, along with other reports for additional grants under the SDPI.
- Continually monitor SDPI budget and additional grant budget(s) under the SDPI.
- Provide input regarding an *effective* referral network that will maximize the health status of people living with diabetes through:
 - collaboration among Spirit Lake Health Programs and other tribal programs and entities.
 - strong ongoing communication and collaboration between the SDPI “Sacred Life Center” and the SLHC Diabetes Program in making, responding to, and follow-up referrals needed by the clients served by the SDPI.
- Complete and submit monthly reports to the Spirit Lake Health Board

Qualifications, Experience and education required:

- Bachelor’s degree is required in medical and/or business.
- Experience with grant writing and budget control are required.

- Preferred to have a Registered Nurse with diabetes education experience.
- Familiarity with grantsolutions.gov required for grant application and reporting purposes.
- Knowledge of federal, state, and local regulations affecting areas of responsibility.
- Knowledge of diversity and cultural difference of Native American populations, and the ability to appreciate cultural differences and their effect on healthcare delivery.
- Knowledge of exposure control including blood borne pathogens and respiratory protection protocols.
- Ability to utilize concepts of adult and youth education.
- Ability to motivate and challenge clients to pursue and to sustain life style changes and treatment activities.
- Ability to communicate clearly and effectively, both orally and in writing, using tact and sensitivity.
- Skill in making physical and psycho-social assessments of communities, families, and individuals, recognizing the range of “normal” and the manifestations of common abnormalities.
- Skill in dealing with the public.
- Skill in oral and written communication.
- Skill in interpersonal relations.
- Skill in the provision of customer service.
- Skill in use of job related equipment and tools.
- Skill in use of personal computer and a variety of job related software applications.

Job Role:	Program Manager	Company Industry:	Spirit Lake Tribe – Special Diabetes Program for Indians (SDPI)
Employment Status:	Full-time	Supervision:	Tribal Council
Grade:	19	Manages Others:	Yes; all SDPI staff
Number of Vacancies:	1		
Please Send Application to:			
Name:	Spirit Lake Human Resource Dept	Email:	bl.snider@spiritlakenation.com or mkeo@spiritlakenation.com
Address:	P.O. Box 97	State	North Dakota

City:	Fort Totten, North Dakota	Zip/Postal Code:	58335
Phone:	701-381-0204 or 701-381-0361	Fax:	701-766-1272
Application Procedure	Complete application/Completed resume/Application materials must clearly explain how experience and education are related to minimum qualifications and job duties. Copy of Credentials /License/Copy of college transcripts/copy of valid driver's license/Names, addresses, phone numbers and permission to contact three references/If seeking Indian Preference a copy of Tribal Enrollment must be attached/ If seeking Veteran's preference must include Form DD214/Authorization signature will be required for background check and drug testing.		