PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

JA26-004

DIABETES PROGRAM ASSISTANT
Diabetes Program/Nixon, NV
$20.55 - $22.66 per hour; Full-Time (40hrs/wk.); Non-Exempt
Class Code: 321, Grade: 15; Step 1-3 DOE

Date Posted: 01/30/2026
Date Closed: 02/13/2026

DEFINITION: Assists with providing services required by the Special Diabetes Program for Indians (SDPI) Grant. Work objectives include outreach and referral, health fairs for youth and adults, Wellness classes and services in the clinical setting. Wellness classes include, but are not limited to, Tai Chi, diabetes cooking classes, and exercise classes.

DUTIES AND RESPONSIBILITIES:

Assist with the coordination of treatment of diabetic patients, and make home visits, when appropriate, to assist patient and family in following prescribed treatment.

Assist with the preparation of the data and report for Tribal submission of the Government Performance and Results Act (GPRA) Report and Annual Diabetes Audit required by the Indian Health Services and various required documents related to the program.

Assist with monitoring and updating patient information in the RPMS Diabetes Registry.

Participate in the identification of high-risk individuals for referral to Case Management, Optometry, Dental, Podiatry, Social Services, and other care by evaluating the patient's medical record to ensure that each diabetic patient is receiving appropriate and adequate care. Act as an advocate for the Pyramid Lake diabetes participants to federal, state, city, and tribal agencies.

Assist in the development and evaluation of diabetic health and nutrition education materials that are easily understood by the patient and take into consideration the specific foods and eating pattern of the cultural group.

Assist with Wellness activities offered by the Diabetes Wellness Program to include supervising, monitoring, and maintaining documentation of SDPI Wellness activities. Provide community outreach.
activities to all 3 Pyramid Lake communities; Sutcliffe, Nixon, and Wadsworth. Develop and assist with pow-wows, health fairs, community runs and PL High School, Natchez Elementary School, the PL Head Start Program and PL Day Care.

Clerical duties will include processing purchase orders for dentures, glasses and shoes provided to Diabetics in accordance with the SDPI Grant. Answer telephones, take messages and assist callers and the general public with questions and relay information to the appropriate party.

Must respect and adhere to the most rigid and strict rules of patient confidentiality. Must be able to maintain an atmosphere of trust, fairness and respect and be mutually supportive with co-workers and clients.

DUTIES AND RESPONSIBILITIES (continued):
Serve as a member of the Diabetic Team.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:
Ability to: Communicate clearly and effectively and work with the client population, health care providers, agencies and governing bodies; function as part of a team both in patient care and in program development; establish and maintain effective, courteous and cooperative working relations with all levels of persons contacted in the course of work; operate a computer and working knowledge of word processing and the RPMS database package; pay attention to detail, act independently and provide a high degree of accuracy in completing all assignments; travel for training, workshops, and conferences; attend after work hour meetings.

Must favorably pass a character background investigation.

Must possess valid Nevada Driver's license and be insurable under the Tribe's vehicle insurance policy.

REQUIRED EDUCATION AND EXPERIENCE:
High school diploma or GED and two years' experience in the health field. Must be familiar or worked within a community clinical setting or demonstrate the ability to be sensitive and work with Native Americans. Must have First Aid/CPR Certification within the first three months or at the first opportunity.

TO APPLY: Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at P.O. Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, Extension 1119.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964