

Fort Peck Community College  
 PO Box 398  
 605 Indian Ave  
 Poplar, MT 59255  
 406-768-6300

<b>Job Title:</b>	DPP Program Coordinator	<b>Position Type:</b>	Full Time
<b>Location:</b>	Wolf Point	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	<b>Submit the following for employment:</b> <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume</li> <li>4. All College Transcripts</li> <li>5. (3) Letters of Reference</li> </ol>	

**Job Description**

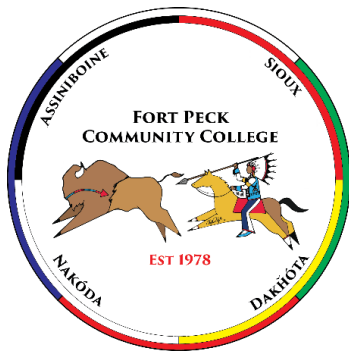
**Job Purpose:**

The DPP Program Coordinator oversees the day-to-day operations of the Diabetes Prevention & Heart Health Program, ensuring alignment with the program goals and quality performance outcomes. This position also supports Lifestyle Coaches, collects and manages participant-level data, and reports directly to the Project Director under the CDC's Good Health & Wellness in Indian Country grant program through the Fort Peck Community College Wellness Department.

**Duties:**

- 1. Program Management and Oversight**
  - Supervise and coordinate all daily activities of the Diabetes Prevention & Heart Health Program.
  - Ensure program operations align with the mission and objectives of the CDC's Good Health & Wellness in Indian Country grant.
  - Manage, guide, and support Lifestyle Coaches, helping them meet program guidelines and participant needs, this includes social media updates.
- 2. Data Collection and Management**
  - Oversee participant-level data collection performed by Lifestyle Coaches.
  - Enter data into the program's database and ensure that it meets data quality standards.
  - Prepare and submit regular reports to track the program's progress and outcomes.
- 3. Quality Control and Performance Monitoring**
  - Monitor program metrics to ensure compliance with quality performance measures.
  - Conduct assessments to evaluate the program's effectiveness and identify areas for improvement.
  - Work collaboratively with the Project Director to maintain high standards across all program operations.

**Skills/Qualifications:**



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**1. Leadership and Team Support**

- Proven experience in team coordination and ability to offer constructive guidance and support to staff.
- Strong interpersonal skills to foster positive relationships with team members and program participants.

**2. Data Management and Analytical Skills**

- Proficiency in data entry and data management software, with a keen attention to detail for accuracy.
- Ability to analyze data to track program performance and make recommendations for improvement.

**3. Communication and Interpersonal Skills**

- Strong written and verbal communication skills, essential for reporting and supporting Lifestyle Coaches.
- Culturally sensitive with an understanding of health and wellness within Indigenous communities.

**4. Organizational and Time Management Skills**

- Ability to prioritize tasks effectively and manage multiple responsibilities.
- Strong organizational skills to keep detailed and accurate program records.

**5. Problem Solving and Adaptability**

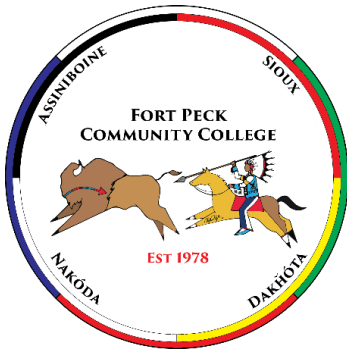
- Capacity to adapt to challenges and find solutions within program requirements.
- A proactive approach to identifying potential issues and recommending corrective actions.

**Educational Qualifications:**

- **Minimum Requirement:** Associate's degree required, Bachelor's degree preferred in Public Health, Health Education, Community Health, Social Work, or a related field.
- **Preferred Qualifications:**
  - Certification in Diabetes Prevention or related health coaching is a plus.
  - Previous experience in public health programs, particularly in diabetes prevention or heart health, is advantageous.
  - Familiarity with the GHWIC (Good Health and Wellness in Indian Country) initiatives or experience working in Indigenous health settings.

**Non-Discrimination Notice**

The Fort Peck Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Fort Peck Community College provides equal access to all individuals who meet the qualification to enroll in college classes: must have a High School diploma or equivalency or be a dual credit or early start student. The following person(s) has been designated to handle inquiries regarding the non-discrimination policies:



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PO Box 398  
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Elijah Hopkins, VP for Student Services  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6371  
ehopkins@fpcc.edu

Craig Smith, President  
P.O. Box 398, Poplar, MT 59255  
(406) 768-6310  
csmith@fpcc.edu

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

**~All new applicants are subject to a Pre-Employment Drug Screening & Background Check~**