



Wellness is Traditional

JOB ANNOUNCEMENT

Position Title: DM Program Coordinator
Department: Medical
Supervised By: Medical Director
Location: Alpine/Campo
Status: Exempt
Posted: September 6, 2017
Closing Date: Until Filled
Salary: \$58,186-\$81,422/year DOE
Hours: Full time, Monday-Friday, 8:00AM-4:30PM, time may vary to meet the needs of the Clinic

GENERAL STATEMENT OF RESPONSIBILITIES:

Under direct supervision of the Medical Director, the DM Program Coordinator serves in both administrative and clinical capacities to ensure that SIHC provides comprehensive care and care coordination for patients with Diabetes Mellitus and those at risk for Diabetes Mellitus. This position instructs, directs, and provides individuals and families for the purpose of optimizing diabetes treatment and preventing the onset of diabetes when possible, in coordination with the entire medical team. Provides diabetic education at community events, during clinical consults, and during DM clinics. Functions as the DM Program Coordinator by coordinating patient care plan with patient's physicians developing program material, participating in quality assurance activities, and participating in educational events, etc. The DM Program Coordinator must be capable of assessing, planning, implementing and evaluating patient related and administrative issues.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Collaborates with supervisory physician to perform case management for diabetic patients and families.
2. Participates in DM clinics providing education and coordination of services (such as periodic clinics that combine multiple screening activities and clinical care activities).
3. Conducts comprehensive and focused assessments, including functional assessments of diabetic populations. Identifies health problems by observation, interviews, and analysis of records.

4. Works with the patient's physician and the dietician to develop, plan, and coach patients towards lifestyle changes to optimize medical care for diabetes and all problems. Maintains necessary records in the EHR, in the Diabetes Registry, and on customized data collection tools to establish priority analysis and evaluation for care.
5. Provides on-going educational reinforcement as requested by medical staff. Establishes mutually agreed-upon plans of care with patients.
6. Performs screening tests as authorized and interprets findings to individuals or families.
7. Consults with professional workers such as dietician and mental health staff. Appropriately refers patients based on plan of care.
8. Implements health coaching with an emphasis on disease prevention and health promotion to individuals and groups.
9. Develops and secures culturally appropriate informational and educational materials, guides, brochures, etc.
10. Collaborates with physicians and clinical staff to assess, plan and implement strategies to advance clinical practice and educational needs of patients and staff.
11. Attends staff meetings, in-services and appropriate courses to maintain personal and professional growth.
12. Participates in community activities, committees, workshops and seminars as assigned by the Medical Director.
13. Maintains current practice guidelines for the clinic.
14. Fosters team work; demonstrates ability to communicate with and work with staff and other departments.
15. Submits written reports and documentation of services to requested funding sources through the Medical Director and the SIHC Fiscal Department.
16. Maintains patient confidentiality.
17. Performs other duties as assigned.

QUALIFICATIONS:

1. **Education/Experience:** Requires a California Registered Nurse License with 1-2 years diabetes patient education or related experience preferred.

Must be 18 years of age or older.

2. **Licenses/Certifications:** A valid California driver's license required with application submission and must be maintained throughout employment. Current certifications and/or licenses appropriate to the positions required education and profession.
3. **Character:** Applicants must have a reputation for honesty and trustworthiness. Must be responsible and able to exercise good judgment, accept administrative supervision, pay attention to detail, follow instructions, including the ability to interact effectively and communicate with people in a professional and courteous manner. Must be highly confidential and work as a team with other staff. Applicant should be sensitive to client's needs.
4. **Other:** Applicants must successfully pass a pre-screening, including a tuberculin skin test or x-ray and a blood/urine drug screening test. Health must be adequate to perform all duties of the position. Applicant must complete SIHC Application and Authorization Form, both must be submitted to Human Resources prior to the close date indicated.

INDIAN PREFERENCE: To receive Indian preference for any SIHC position, the applicant must be enrolled, or eligible for enrollment, as an American Indian with their Tribe or the Bureau of Indian Affairs, OR must be certified as an American Indian from their Tribal Chairperson. **Applicants claiming Indian preference must attach verification of their claim to the SIHC Job Application.** If verification is not or cannot be verified, the applicant will not receive Indian preference for the purposes of the interview.