

## **REVISED JOB ANNOUNCEMENT**

POSITION: **Diabetes Educator**  
DEPARTMENT: **Diabetes**  
SUPERVISOR: **Nursing Administrator**  
SALARY: **Grade 32-35 (\$85,280.00 - \$98,737.60 Annually) DOE**  
CLASSIFICATION: **EXEMPT**  
LOCATION: **Owyhee Community Health Facility**

**OPENS: November 18, 2024**

**CLOSES: Open Until Filled**

**SPECIFICATIONS:** All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) Please attach all required documentation as specified in the Job Announcement. **Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number. Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

**The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.**

All Interview notifications will be made by certified mail. It is your responsibility to notify HR if your mailing address and/or phone number changes.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

**THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-135**

### **SPECIAL CONSIDERATIONS:**

Because of the sensitive and trusted nature of this position, the Diabetes Educator is subject to initial, for cause, and suspicion less (random) drug/alcohol testing and a thorough background check. This individual works in patient situations requiring mental alertness and in the course of their employment, regularly comes into contact with children and seniors. This person may operate Tribal vehicles and/or equipment in the course of their employment.

**SUMMARY OF FUNCTIONS:**

The American Academy of Diabetic Education (AADE) promotes a team approach to diabetic care. The team includes the patient and his family or caregiver and the patient's primary care physician and/or specialist. Other team members may include the Diabetes Nutrition Educator, behavioral health professionals, and nursing staff. As a certified diabetic educator, the incumbent must be able to educate other members of the team to ensure that the current standards of care are being met. The incumbent will provide individualized diabetes self-management education to individuals and groups according to the Scope of Practice, Standards of Practice, and Standards of Professional Performance for Diabetes Educators.

**MAJOR DUTIES & RESPONSIBILITIES:****70 % (Instruction, program development and management:**

- Responsible for the direction, implementation, and evaluation of the SPT Diabetes Department and co-coordination of the Special Diabetes Program for Indians Grant.
- Ensures that the DSME program accreditation requirements are met and maintained.
- Provides direction for the selection and ongoing review of the curriculum and educational material to ensure they meet the needs of the population targeted.
- Interfaces with the Volunteer Accreditation Advisory Group.
- Collects diabetes patient assessment data, in an ongoing manner.
- Collaborates with provider staff to ensure that the diagnosis is specific. (Diabetes Mellitus unspecified is not acceptable)
- Develops educational goals, learning objectives and a plan for educational content and teaching methods with Type I, Type II and at risk for diabetes patients.
- Provides educational interventions that utilize primary, collaborative, skill-based training methods that maximize the use of interactive training methods.
- Collaboratively develops individualized follow-up plans with each patient.
- Evaluates effectiveness of educational services provided by measuring attainment of learning objectives.
- Documents assessment data, educational plan, educational services provided and evaluation of results in each participant's EHR.
- Utilizes a team approach to provide services and collaborates and communicates with team members as needed.
- Participates in the development of policies and procedures and systems to enhance patient care.
- Identifies when a patient needs are outside the scope of the instructor's practice and expertise. Consults patient's provider for a referral for a higher level of care.
- Evaluates the RPM's Diabetes Registry to support meeting the outcome measures and objectives. Utilizes the registry to provide recommendation for population health strategies related to diabetes outcomes.

**30% (Administrative):**

- Participates in the development of training materials
- Contributes to, and participates in, a continuous quality improvement process to measure the Diabetes Department Program goals and objectives and to identify and address opportunities for improvement.

- Provides guidance, direction and training to nursing staff and other personnel to ensure best practices are met.
- Provides supervision, instruction, and performance criteria for evaluation of subordinate staff.
- Maintains professional knowledge and proficiency in nursing through continuing education, staff meetings, and by serving on multi-disciplinary committees. Maintains current CPR, and Diabetic Educator certification.
- Performs other duties as assigned by supervisor.

#### **EDUCATION AND WORK EXPERIENCE REQUIRED:**

- Current Basic Life-support (BLS) certification
- A minimum of two years' experience in healthcare setting, preferably in diabetes prevention or health education program
- Certified Diabetic Educator
- Program development experience (2 or more years) preferred

#### **OTHER FACTORS INFLUENCING POSITION:**

1. Ability to establish rapport and gain the confidence of the physicians, nurses, members of the primary health care team, clients and associates.
2. Proficient knowledge of diabetes and diabetes education concepts, theories and best practices.
3. Ability to establish program goals and objectives and to assess progress toward their achievements.
4. Strong interpersonal and communications skills and the ability to work effectively with a wide range of constituencies in a diverse community.
5. Ability to work within a team setting.
6. Proficient with computer-based applications such as Resource Patient Management Systems, and EHR and ability to accurately and completely document all related clinical data.
7. Ability to work with confidential material without betraying the trust of patients, their family and the agency. Maintains HIPPA standards.
8. Ability to provide guidance, instruction and supervision to subordinate staff.
9. Ability to work under minimal supervision while meeting all requirements of the position.
10. Knowledge of professional nursing care principles, practices and procedures, in order to assess patient needs. This assessment also involves consideration of the physical, emotional, spiritual, and socio-cultural aspects which impacts the delivery of health care services.
11. Knowledge of a variety of general nursing services including specialty clinics, i.e.: prenatal, diabetic, well baby, etc.
12. Knowledge of pharmaceuticals and adult and pediatric dosages, in order to recognize their desired therapeutic effects, side effects, and complications of their use.
13. Knowledge of human behavior during stressful situations in order to interact with patients and their families with emotional control, tact, patience, and reliability, when instituting patient care and services.
14. Knowledge of availability and use of resources designated as primary care and referral services.

15. Ability to recognize adverse signs and symptoms in adult and pediatric patients, which are not always apparent, and to react promptly in emergency situations, including the implementation of life saving procedures.
16. Skill in operating specialized medical equipment including oxygen and cardiac monitoring devices, suction machinery, EKG machine, O2/respiratory equipment, etc.
17. Ability to develop or participate in developing, patient nursing care plans and standards for the delivery of nursing services.

The HIPAA Act of 1974 mandates that the incumbent shall maintain complete confidentiality of all administrative, medical and personnel records and all other pertinent information that comes to his/her attention or knowledge. The privacy act carries both civil and criminal penalties for unlawful disclosure of records. Violation of such confidentiality shall be cause for adverse action.

Scope of review/parameters for HIPAA compliance by scope of work: requires access to the entire patient medical record, specifically the diabetic registry, diabetic summary, the health summary, labs, consultation reports, demographic data and immunization records. Requires RPMS access to order charts, medication profiles, enter group PCCs, and the RPMS diabetes package.

Physical Demands: Work requires walking, standing, bending, and some lifting in order to assist patients out of wheelchairs, and onto or off exam tables, stretchers, beds or cribs.

#### **OCHF REQUIREMENT(S) FOR ALL NEW HIRES BEFORE FIRST DAY**

Per the Office of Public Health, Investigations, and Epidemiology (OPHIE) at the Nevada Department of Health and Human Services Division of Public and Behavioral Health, the following must be met.

1. Before an employee or independent contractor first commences to work in a medical facility, including an outpatient facility, the employee or independent contractor must have a:
  - a. Physical examination or certification from a healthcare provider which indicates that the employee or independent contractor is in a state of good health and is free from active tuberculosis and any other communicable disease; and
  - b. Tuberculosis screening test within the preceding 12 months, including persons with a history of bacillus Calmette-Guerin (BCG) vaccination. If the employee has only completed the first step of a 2-step Mantoux tuberculin skin test within the preceding 12 months, then the second step of the 2-step Mantoux tuberculin skin test or other single-step tuberculosis screening test must be administered.
2. An employee or independent contractor who has a documented history of a positive tuberculosis screening test shall, not later than 6 months after commencing employment, submit to a chest radiograph or produce documentation of a chest radiograph\* and be declared free of tuberculosis disease based on the results of that chest radiograph. Such an employee or an independent contractor:
  - a. Is exempt from screening with blood or skin tests or additional chest radiographs; and
  - b. Must be evaluated at least annually for signs and symptoms of tuberculosis.

\*The DPBH TB Program recommends obtaining a chest x-ray/radiograph within 30 days.

**Please note:** TB skin testing is offered without cost to employees at OCHF. The new hire may call ahead and schedule time for testing with the Infection Control / Employee Health Nurse before their start date. /f the new hire arrives to the facility without record of the above requirement(s), they will not be able to start working until they provide the records or documentation to the Infection Control / Employee Health Nurse or their designee.

**Reference**

Office of Public Health Investigations and Epidemiology. Division of Public and Behavioral Health. Healthcare Facilities Tuberculosis Screening Manual. July 2016 (Revised January 2020). Carson City, Nevada.