

Toiyabe Indian Health Project, Inc.

POSITION DESCRIPTION

POSITION: Diabetes Case Manager

SALARY: TSS 8

SUPERVISOR: Public Health Director

WORK STATION: Bishop

NON-XEMPT

POSITION SUMMARY: Responsible for case management activities of the Diabetes Program including, but is not limited to, advocating for needs and services of patients with Diabetes, providing patient and community education resources on Diabetes, participating in Diabetes grant goals and objectives, assisting with tracking activities of DM registry, and addressing GPRA indicators related to patient care services and needs. The DM Case Manager works closely with the Medical team and the Public Health staff.

QUALIFICATIONS:

1. A licensed vocational nurse or Bachelor's degree in a health-related field along with two years of experience as a health educator, health care case management or in the medical field.
2. Experience teaching/counseling Diabetes issues.
3. Possession of a valid Drivers' License, and eligible for TIHP insurance.
4. CPR certified or willing to obtain certification within three months of hire.
5. Current knowledge of learning theory principles.
6. Possess an awareness and keen appreciation of Indian traditions, customs, and socio-economic needs of the Indian community.
7. American Indian preference in accordance with Indian Preference Act (Title 25, U.S. Code § 472 & 473)

DUTIES & RESPONSIBILITIES:

1. Provide diabetes education to clients, families, support systems, health care professionals, and the community.
2. Develop and implement individualized written education/lesson plans developed from needs assessment.
3. Provide counseling information and education about other chronic diseases related to diabetes (i.e.) obesity, hypertension, heart and renal diseases, etc.
4. Instruct and emphasize to groups and individuals the importance of developing diabetes self-management skills through proper nutrition, healthy lifestyle choices, blood sugar control, and prevention of complications of Diabetes.
5. Establish regular audit of data related to DM patients for utilization in evaluation of meeting grant goals.
6. Evaluate current educational materials available, deleting and disposing outdated materials while establishing a learning library for the Diabetes Program.
7. Participate in health promotion activities of the Program to reach its goals and objectives.
8. Provide patients and family members information on the complications of diabetes.
9. Consult with health care providers regarding diabetes management modalities.

10. Seek current diabetes knowledge by attending in-staff meetings, in-service education, professional meetings, conferences, seminars and other required meetings.
11. Keep medical staff up-to-date on any follow-ups related to case management action. Apprise medical staff of audit findings including Diabetes Registry tracking.
12. Plan in-service education to improve the level of staff performance and the quality of client care.
13. Assist in the design and implementation of surveys related to the Diabetes Program.
14. Participate in quality improvement activities such as tracking systems in the Diabetes Registry.
15. Help to improve or create client forms which incorporate health/medical use of health care delivery systems.
16. Provide statistical reports of the Diabetes grant to appropriate staff, departments, and agencies including Toiyabe Board of Directors, as requested.
17. Serve as a resource for continuity of diabetic care and peer review; participate in DM chart review processes.
18. Participate in annual IHS Diabetes review.
19. Attend department and agency Continuous Quality Improvement (CQI) committee meetings.
20. Update and upgrade teaching materials, audio visual aids (i.e. pamphlets and brochures culturally appropriate to distribute to staff as well as community.
21. Participate in diabetic-related activities of the Diabetes grant including diabetic clinics at clinic sites.
22. Document patient care services rendered utilizing EHR
23. Participate in all tasks relevant to case management.
24. Other job-related duties as assigned.

Description reviewed: Employee _____ **Date** _____

Supervisor _____ **Date** _____