

JOB VACANCY ANNOUNCEMENT

Opening Date: August 13, 2020

Closing Date: Until Filled

Position: **Diabetes Coordinator
and Educator**

Reports to: Screening for Life Director

Salary/Wage: Grade E18; \$91,185.88 – \$100,675.58/YR DOE

Department: Screening for Life (SFL)

Hours: Monday – Friday; 8:30am – 5:00pm

Location: ASNA

Brief Summary:

Develop and implement prevention strategies as well as provide education to diabetic clients and their families. Assist in the management of the diabetes prevention fund grants. Supervise diabetes education activities in Barrow and outlying villages. On call for diabetes patients on an as needed basis.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

- Bachelor of Science in Nursing preferred.
- Certified Diabetes Care and Education Specialist required within (1) one year of hire.
- Ability to license as a registered nurse or registered dietician in the State of Alaska.
- Three (3) years of recent relevant experience.

Licensure/Certification/Registration:

- Current Registered Nurse or Registered Dietician License (any state), Alaska Registered Nurse or Registered Dietician License required within (6) six months of hire.

Essential Job Functions:

- Develop goals and objectives for Diabetes Program according to guidelines established by the regulatory agencies, SSMH.
- Review, select or develop education and counseling materials on diabetes self-care to be used for educational purposes.
- Provide education to clients and family members regarding self-care, maintaining optimal health, and preventing complications.
- Assess community, institutional and family support systems and resources.
- Interface with other hospital departments, medical staff and community resources to develop joint projects that promote good health and aid in the prevention of diabetes.
- Oversee allocations of diabetes prevention by the grant funds, comply with funding requirements and submit reports in a timely fashion as required.
- Serve as liaison with regional, state or national organizations regarding prevention and or treatment of diabetes.
- Attend workshops and seminars for education/training purposes.
- Make adjustments to Diabetes Register as necessary.
- Conduct educational assessment of clients and develops individual and family diabetes self-care plans consistent with cultural, social and psychological requirements.
- Make referrals as needed both internally and externally.
- Plan and participate in teaching and training to expand services and increase public awareness of diabetes control and prevention.
- Maintain confidentiality and professional, ethical standards of conduct of all times.

- Assist with established clients or newly diagnosed diabetic patients as needed.
- Support hospital staff with diabetic patients as needed.
- Travel to remote villages by small planes.
- Actively participate in performance improvements activities.
- Comply with all organizational policies regarding ethical business practices.
- Communicate the mission and vision of Samuel Simmonds Memorial Hospital (SSMH).
- Performs other duties as assigned.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

Arctic Slope Native Association, Ltd. exercises its rights in Native Hire Preference, Contracting/Subcontracting and Employment Practices applicable by law.