



TULE RIVER INDIAN HEALTH CENTER, INC. (TRIHCI)

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POSITION DESCRIPTION:
OUTREACH SUPERVISOR/DIABETES NURSE COORDINATOR

Reports To: Director of Nurses (DON)
FLSA Status: Exempt/Professional
Revised Date: April 15, 2015

Prepared By: Human Resources
Salary Grade: TR 13-14
Board Approval: May 11, 2015

Position Summary:

Under the direction of the Director of Nurses (DON), the Outreach Supervisor/Diabetes Nurse Coordinator oversees the planning and coordination of all community health programs and services. As part of his/her responsibilities, the Outreach Supervisor/Diabetes Nurse Coordinator directly supervises the Outreach staff that includes Community Health Representatives, Patient Transporters, Elder Services Coordinator(s), Injury Prevention Coordinator, and Diabetes Program Assistant. In collaboration with the DON, the Outreach Supervisor/Diabetes Nurse Coordinator also will coordinate case management and diabetes care in accordance with federal regulations and organizational policies. This position will also provide nursing expertise and leadership in assessing, planning, implementing, and evaluating care provided to individuals at risk for Type 1 and 2 Diabetes; will provide diabetes in-service training and consultation. Works closely with Registered Dietician in educating community members in nutrition. As a visible professional, the Outreach Supervisor/Diabetes Nurse Coordinator must be familiar with the goals and objectives of the Health Center, maintain genuine enthusiasm for the success of TRIHCI's health programs, and exercise a strong sense of stewardship in developing and maintaining community relations.

Essential Duties and Responsibilities:

1. Develop, implement, and oversee outreach-based plans, programs, and communication venues to identify and address the healthcare needs of the Tule Indian Reservation community.
2. Develop and guide health planning efforts based on individual care plans and community profiles.
3. Identify and establish linkages/partnerships with other community and county agencies to increase community health awareness and the provision of related services.
4. Provide primary health care services and intermittent skilled nursing services as required by community members, and in accordance with prevailing policies and regulations.
5. Coordinate and oversee efforts to assess the general health status and health practices of the patient population.
6. Coordinate and oversee efforts to evaluate the impact of clinical and outreach interventions and/or activities on our patient population.
7. Ensure the complete and proper documentation of client/patient care activities, including the timely preparation and submission of monthly, quarterly and/or annual reports as may be required and/or requested by the Chief Executive Officer (CEO), Board of Directors, and other intermediary agency.
8. In coordination with clinical staff, coordinate the provision of case management services and activities, with specific focus on the integration of ongoing Outreach services in case management development.
9. Develop, maintain, revise, and execute those policies and procedures pertaining to the provision of Outreach services and interventions.
10. Exercise direct supervision over the Outreach staff, including elements of orientation and training, employee relations, program development, holding staff meetings, monitoring staff attendance, delivering performance evaluations, and any other activities relating to the supervision of employees.

11. Serve as the primary point of contact to track and manage the care of clients with or at risk for Type 1 and 2 Diabetes Mellitus, utilizing professional judgment and applicable Standards of Care as a basis for management, and performing in accordance with Special Diabetes Program for Indians (SDPI) requirements.
12. Schedule, monitor, and oversee the utilization of budgetary funds allotted to the Community Outreach department, ensuring expenditure compliance with all regulations and requirements.
13. Provide individual and group education as necessary and/or as requested by team members on diabetes care (provider-oriented), self-care and management (client-oriented), and diabetes prevention (community-oriented).
14. With assistance from clinical personnel, plan and oversee at least four (4) community education and four (4) health screening activities per year (with more activities to be planned if resources allow).
15. Seek and participate in continuing education opportunities, forums, and trainings as will be necessary to promote effective Outreach services and public health care at TRIHCI.
16. Serve as an active member of TRIHCI's Leadership Team, including attendance and contribution to Leadership Team meetings and initiatives.
17. Performs clinical procedures when necessary such as administering medications(s), administering immunizations, taking vital signs, measuring height and weight, testing capillary blood glucose obtaining blood draw, comprehensive diabetes foot exams and setting I.V.'s, in the clinic.
18. Coordinates diabetes care and patient visits with other departments for the prevention of diabetes-related complications, including Optometry, Dental, Nutrition, and other specialty clinics.

Additional Responsibilities may include:

1. Participate in all required staff meetings and trainings.
2. Perform other duties as assigned.

Qualifications: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed here are representative of the knowledge, skills, and/or abilities required. In accordance with the Americans with Disabilities Act (ADA), reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Knowledge, Skills, and Abilities

1. Knowledge of effective public health models, medical terminology; medical processes, and medical procedures sufficient to perform routine patient care.
2. Must have good communication skills, be able to effectively communicate with diverse populations, and be willing to convey responsibilities to patients.
3. Demonstrate the ability to work independently in carrying out assignments while remaining reliable and dependable.
4. Demonstrate professional competency in office and healthcare abilities, including the maintenance of client confidentiality.
5. Ability to demonstrate basic levels of computer literacy, with a functional understanding of Microsoft Windows Operating Systems in an office environment, and demonstrate a working knowledge of routine office hardware and equipment (e.g. printers, copiers, fax machines, etc.).
6. Must demonstrate the ability to maintain accurate records and preparing clear and accurate reports for informational, auditing, and operational use, including capacities for attention to detail and for reviewing and verifying accuracy of data.
7. Possess the ability to organize and follow one's own work schedule (i.e. setting priorities, being available during work hours, and meeting critical deadlines).
8. Possess the ability to perform well in group problem-solving situations and use reason even when dealing with highly emotional topics.

9. Possess the ability to become knowledgeable of health needs and services provided to the Indian community both on and near the reservation.
10. Demonstrate the competency and integrity to maintain the confidentiality of organizational, employee, and client records.
11. Possess the ability to deliver effective training and presentations on technical subjects to large and/or small groups of various educational and cultural backgrounds.
12. Possess knowledge of federal, state and local laws and regulations governing public health, principles of mental health. Laws and regulations relating to the practice of medicine and nursing;
13. Knowledge of causes, means of transmission, and methods of control of communicable disease, principles and practices of diagnosis and treatment of common medical problems, child growth, and development.
14. Possess nursing skills and ability to apply them in a home or clinic setting.
15. Knowledge of established professional nursing principles, practices and procedures governing the effective care and consultation of patients with impaired glucose tolerance and Type 1 or 2 Diabetes Mellitus.
16. Knowledge of commonly prescribed pharmacological preparations used in the treatment and care of patients with diabetes, hypertension, and/or hyperlipidemia.
17. Ability to construct a complete nursing care plan including assessment, problem identification, and the provision of appropriate nursing interventions.
18. Must be familiar with entering data into a healthcare database program (EHR)

Education and/or Experience

1. Graduation from an accredited nursing program is required for this position.
2. Two (2) or more years' experience as a field Public Health Nurse (PHN) or
3. Two (2) or more years' experience in an ambulatory health care setting, and
4. At least one (1) year of experience as a healthcare supervisor is also required.

Certificates, Licenses, Registrations

1. A current California driver's license, a good driving record, and be insurable with the Tule River Indian Health Center Inc. insurance agency.
2. First Aid/CPR certification at the ACLS & PALS level or obtain within 3 months of hire.
3. A valid Registered Nurse (RN) license in good standing with the State of California is required.
4. Graduation from an accredited four-year nursing program with an earned bachelor's degree (BSN) required.

Preferred Qualifications and Contingencies

1. A master's degree in Nursing (MSN, MPH, MHA, etc.) and Advanced Cardiac Life Support (ACLS) and/or Pediatric Advanced Life Support (PALS) certification is preferred.
2. Valid certification as a Public Health Nurse (PHN) in the State of California is also preferred.
3. Willing to become certified as a Diabetes Educator within the first 6 months of hire preferred.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25, U.S. Code, § 472 & 473). Applicants claiming Indian Preference must submit Indian verification, certified by Tribe of affiliation or other acceptable documentation of Indian heritage.

TRIHCI maintains a drug- and alcohol-free workplace, and all offers of employment are contingent on the successful completion of a criminal background check, a post-offer drug test and physical, and verification of each candidate's right to work in the United States.

Physical Work Environment: *The description provided here is representative of those conditions in which the Outreach Supervisor/Diabetes Nurse Coordinator will be required to perform the essential functions of this position. As stated earlier, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

While performing the duties of this position, the Outreach Supervisor/Diabetes Nurse Coordinator is situated in a standard office environment within the health center, where there is little or no exposure to variations in the weather or other similar elements. The Outreach Supervisor/Diabetes Nurse Coordinator will move throughout the health center to meet with supervisors and co-workers, and maintains direct patient/client contact. Consequently, the Outreach Supervisor/Diabetes Nurse Coordinator must:

1. Possess the mobility to work in a standard office setting (i.e. walk, stand, or sit for extended periods of time);
2. Possess the ability to use standard office equipment to write, type, copy, fax, or perform other duties;
3. Possess the strength to lift and carry supplies weighing up to 15 lbs. repeatedly and up to 45 lbs. intermittently;
4. Possess the visual acuity to read printed materials and a computer screen; and
5. Demonstrate hearing and speech capabilities that allow him/her to communicate in person and over the telephone as required,
6. Possess the ability to push, bend and/or lift to help patients to/from vehicle, wheelchairs, stretchers, etc. and moving equipment and medical supplies.
7. Must be able to continuously keep up with the standards, knowledge and skills necessary for Electronic Health Records and management.

The clinical setting at TRIHCI is categorized by OSHA as a Blood-borne Pathogen Category I facility. Consequently, there exists the potential for exposure to blood, body fluid/tissue, and infectious wastes. There also exists the potential for exposure to chemicals, biologicals, toxicants, and irradiants found on-site.

Disclaimer:

This position description lists the major duties and requirements for the Outreach Supervisor/Diabetes Nurse Coordinator position as established by subject-matter experts and the Human Resources Manager at the time of this document's creation. This position may require additional performance of duties and responsibilities beyond those outlined in this document, and thus may require additional sets of knowledge, skills, and abilities not fully articulated herein.

Employee Affirmation:

I have thoroughly read the attached position description for the position of Outreach Supervisor/Diabetes Nurse Coordinator. Any verbal explanations that I have requested concerning the information in this position description have been provided me to my satisfaction. I subsequently affirm that I am qualified to occupy this position with TRIHCI and I agree to perform the duties and responsibilities outlined therein.

Employee Name (Print)
Employee Signature
Date

APPROVALS:

Department Manager:

Printed Name _____ Signature: _____ Date: _____

Chief Executive Officer:

Printed Name _____ Signature: _____ Date: _____

Personnel Committee Chair:

Printed Name _____ Signature: _____ Date: _____