JOB ANNOUNCEMENT #501132
MISSISSIPPI BAND OF CHOCTAW INDIANS

POSITION TITLE: CERTIFIED DIABETES EDUCATOR

SALARY: GRADE 14

OPENING DATE: AUGUST 26, 2019

CLOSING DATE: SEPTEMBER 09, 2019 OR UNTIL FILLED

SUPERVISOR: DIABETES, CLINIC DIRECTOR

JOB LOCATION: CHOCTAW HEALTH CENTER DIABETES CLINIC

TYPE OF EMPLOYMENT: REGULAR FULL-TIME / NON-EXEMPT / ESSENTIAL

Mission Statement: The Mission of the Choctaw Health Center is to raise the health status of the Choctaw people to the highest level possible.

Vision Statement: Our vision is to achieve a healthy community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw community.

Come make a difference! The Choctaw Health Center is a 20 bed hospital located in Choctaw, MS off of state highway 16 on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of 8 communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal River, Pearl River, Red Water, Standing Pine, and Tucker. It serves approximately 10,000 members of the tribe’s population across a 10 county area in East Central Mississippi. It is an 180 square feet comprehensive health care facility with 3 satellite clinics located in the Choctaw communities of Bogue Chitto, Conehatta, and Red Water.

SCOPE OF SERVICE AND EFFECT

This position is located in the Diabetes Care Clinic of the Choctaw Health Center in Choctaw, MS. The hospital consists of 20 beds, which provides general medical, general obstetrical, general pediatrics, general adolescents, young adult, middle-aged adult, senior adult, general geriatrics, outpatient and emergency services to individuals of all ages and approximately 10,500 members of the Mississippi Band of Choctaw Indians.

The Diabetes Educator will work closely with the Director of the Diabetes Care clinic and share responsibilities on daily operation of the Diabetes Care Clinic. This responsibility includes the scheduling of activities relating to diabetes in the hospital and communities, recruitment and follow-up of patients, and supervision of diabetes education. The Diabetes Clinic Director is responsible for medical supervision of the incumbent.
DUTIES AND RESPONSIBILITIES:

1. Incumbent provides care for patients in the following age groups: children, adolescents, adults and geriatrics, and demonstrates proficiency in meeting the needs of the variety of patients served.

2. Incumbent recognizes the psychosocial, cultural and age related uniqueness of the patients served and demonstrates the ability to provide quality service to each patient.

3. Incumbent develops local program criteria, assess and determines need for training relative to diabetes mellitus.

4. Conducts teaching, both individual and community when necessary using, a variety of approaches and methods.

5. Conducts home visits when ordered by medical staff or if incumbent deems necessary. Consults with social workers, home health agencies, etc., coordinating care of diabetes.

6. Incumbent plans with other professionals, agencies, and families to provide continuing patient services through discharge planning, referral mechanisms, care conferences, utilization review, etc. Uses the IHS Standards of Diabetes care for patients to provide diabetes education to patients who have diabetes.

7. Assess patients’ educational needs, develop and implement education/teaching plan for diabetes mellitus, including associated health care problems; renal failure and diabetic retinopathy.

8. Incumbent maintains appropriate program records and makes necessary reports, recommendations to the Choctaw Health Center Director as necessary. Screens and places patients in foot risk categories. Patient records needing podiatry referrals can be easily retrieved.

9. Develop a tracking system for patients and coordinates this system with other health and educational providers.

10. Incumbent provides liaison assistance regarding diabetes with the tribe and other health professionals and is responsible for increasing community awareness of diabetes. Provides staff training in diabetes mellitus at the request of Supervisor at community functions that promote health promotion when requested.

11. Incumbent will perform all other duties as assigned.

WORK ENVIRONMENT:

Work is performed at Choctaw Health Center and community environment. There is a common exposure to contagious disease. The work includes a certain amount of exposure to hostile and emotionally disturbed patients, families and visitors.
EXPERIENCE:

Preference will be given to Clinical Registered Nurse or Family Nurse Practitioner with at least five years of experience in Diabetes Self-Management Education (DSME). Some of the following components of the DSME process that may be counted towards meeting the DSME practice experience requirement are:

- An individual assessment and education plan developed collaboratively by the individual and educator(s) to direct the selection of appropriate educational interventions and self-management support strategies.
- Education interventions directed toward helping the individual achieve self-management goals.
- Periodic evaluations to determine attainment of educational objectives or need for additional interventions and future reassessments.
- A personalized follow-up plan developed collaboratively by the individual and educator(s) for ongoing self-management support.
- Documentation in the education record of the assessment and education plan and the intervention and outcomes.

QUALIFICATION:

1. Must be a Certified Diabetes Educator (CDE).
2. Preference will be given to Registered Nurse or Nurse Practitioners with at least five years of experience in Diabetes Self-Management Education (DSME).
3. Must have current CPR registration, ACLS & PALS.
4. Must have knowledge of wide range of professional nursing principles, procedures and practices to perform highly specialized nursing assignments of advanced nature and of considerable difficulty.
5. Must have knowledge of the morals and customs of the ethnic group within the area and the ability to generate an appreciation of cultural differences.
6. Must have knowledge of and ability to treat chronic health problems such as diabetes and hypertension in clinic or home environments.
7. Knowledge of drugs, and biologicals and the desired effect in treatment of disease; as well as undesired side effects.
8. Must have knowledge of and ability to interview and to provide counseling in preventive care to healthy individuals by guidance in nutrition, common illnesses, child growth and development patterns and mental health.
9. Must have knowledge of availability and use of community resources, and ability to coordinate their efforts.
10. Must have knowledge of quality assurance and the evaluation process.
11. Must have knowledge of statistical interpretation.
12. Skilled in interpersonal relationships and the ability to effectively communicate with the general public.
13. Knowledge in Microsoft Office (Word and Excel) is a plus.

14. Must possess a valid Mississippi driver's license, automobile liability insurance and have dependable transportation.

15. Successful completion of criminal background investigation and pass a pre-employment drug test.

In accordance with the Choctaw Health Center Employee Health Program a pre-employment physical examination is required and an annual physical examination during employment.

***CHOCTAW HEALTH CENTER PROPERTIES ARE TOBACCO FREE***

NOTE: The Administrative Personnel Policy & Procedures of the Mississippi Band of Choctaw Indians, Native American Preference, Section II (A), have been revised and approved, as follows:

Further bolstering this Native American preference to promote employment of MBCI members, it is the policy of MBCI to employ persons(s) who are not members of MBCI only when no qualified member of MBCI, who has applied for the position, can be trained up upgraded to fill a given job vacancy within a reasonable period of time at a reasonable cost; and then only when a Waiver of Native American Preference has been secured from the Committee on Human Resources, Training and Development on a case-by-case basis.

The authority to waive Native American Preference laws can be exercised by the Committee on Human Resources, Training and Development. The Committee will exercise its discretion to do so only when a motion is made by a committee member to support such waiver and the Committee determines by reviewing the facts and appropriate written documentation that a waiver is justified. A waiver to allow the employment of a person who is not a member of MBCI, or to employ a person who is Native American outside the order of preference set forth in this Policy, can be made by the Committee only for as long as the person who is granted the waiver remains in the position for which the waiver was granted. That waiver does not apply to other openings which the person who is granted the waiver may request a promotion or transfer for, or apply for. The Committee only has the right to approve or disapprove a waiver that has been requested by Executive Branch supervisors, and has no right to direct, demand, or coerce any executive Branch supervisor or personnel that any specific applicant other than the one for which waiver is sought, be employed.

IF INTERESTED, SEND APPLICATION TO:

Mississippi Band of Choctaw Indians
Human Resources
P. O. Box 6033, Choctaw Branch
Choctaw, MS 39350