



Choctaw Health Center

Diabetes Care Clinic
210 Hospital Circle
Choctaw, MS 39350-6781
601.389.4370

JOB ANNOUNCEMENT # 501132

POSITION TITLE: Certified Diabetes Educator

SALARY: Tribal Pay Scale Grade 16

SUPERVISOR: Diabetes Clinic Director

JOB LOCATION: Choctaw Health Center

TYPE OF EMPLOYMENT: Regular Full - Time/Exempt/Essentials

OPENING DATE: NOVEMBER 30, 2022 **NOV 30 2022**

CLOSING DATE: DECEMBER 30, 2022 OR UNTIL FILLED

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 health community through holistic health services in a culturally sensitive environment, in partnership with satisfied customers, dedicated employees, and the Choctaw Community*

The Choctaw Health Center is a 20-bed hospital centrally located in Choctaw, Mississippi off of State Highway 16 West on the Mississippi Band of Choctaw Indian Reservation. The Tribe consists of eight communities: Bogue Chitto, Bogue Homa, Conehatta, Crystal Ridge, Pearl River, Red Water, Standing Pine and Tucker. It serves approximately 11,000+ members of the tribe's population across ten county areas in central Mississippi. It is an 180,000 square foot comprehensive health care center with three 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.

Responsibilities and Duties:

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, assesses 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 coordinate 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 in the hospital and community environment. Most of the work will be at or near Choctaw Health Center, Located in the Pearl River Community near Choctaw, Mississippi. The work environment is a hospital setting located in the Diabetes Care Clinic on the 2nd floor.

Physical Demands:

There is a considerable amount of walking/moving, bending and lifting, often in excess of fifty pound, The ability to cope with a stress-laden environment is essential.

Job Hazards:

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 Nurse or Nurse Practitioners with at least five years of experience in Diabetes Self-Management Education (DSME). Some of the following components of the SDME 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.

Qualifications:

1. Must be a Certified Diabetes Educator
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 possess a valid MS Driver's License and proof of liability insurance
4. Must have dependable transportation.
5. Must have knowledge of a wide range of professional nursing principles, procedures and practices to perform highly specialized nursing assignments of advanced nature and of considerable difficulty.

6. 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.
7. Must have knowledge of and ability to treat chronic health problems such as diabetes and hypertension in clinic or home environments.
8. Knowledge of drugs, and biologicals and the desired effect in treatment of disease; as well as undesired side effects.
9. 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.
10. Must have knowledge of availability and use of community resources, and ability to coordinate their efforts.
11. Must have knowledge of quality assurance and the evaluation process.
12. Must have knowledge of statistical interpretation.
13. Must have the ability to communicate both orally and in writing.
14. Knowledge in Microsoft Office – Word and Excel is a plus.
15. Must have Certification in Diabetes Education (CDE)
16. Candidates will be required to show proof of being fully vaccinated against COVID-19 virus; either 2 doses of the Pfizer or Moderna vaccines, or the 1-dose J & J vaccine. A copy of the vaccination card, or a copy of a medical exemption, which confirms the recognized clinical contraindications to COVID-19 vaccines from the applicant's licensed provider certifying the applicant is excluded from receiving the vaccine is required to be attached to the employment application.
17. Completion of criminal background investigation and pass a pre-employment drug test.

Orientation Schedule/Plan:

Diabetes Educator shall spend the first one to weeks of employment in new employee orientation, electronic health record and provider training. No patients will be assigned to the Diabetes Educator until the Supervisor and the CHC Administrative Staff agree a clinic schedule should begin.

In accordance with the Choctaw Health Center Employee Health Program, pre-employment physical examination is required, and an annual exam is required while employed.

*****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 a 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