



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax: (701) 627-2809

EXEMPT _____
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: Nurse Case Manager
REPORTS TO: Diabetes Program Director/EMHC CMO & CEO
SALARY: \$DOE/DOQ
CLASSIFICATION: Non-Management Regular, Full-time
TELEWORK ELIGIBLE: No
DUTY STATION: MHA Nation Diabetes Center

POSITION SUMMARY:

This position requires clinical duties related to Diabetes clinics, and specialty clinics including Nephrology and Podiatry. The position serves as Case Manager for people with diabetes at the Elbowoods Memorial Health Center (EMHC), EMHC field clinics and MHA Nation Diabetes Center. The Nurse Case Manager maintains the Diabetes Management System (DMS) in coordination with completion of the annual IHS Diabetes Audit.

ESSENTIAL DUTIES:

1. Responsible for the overall flow of patient care, assists physicians with patient care, scheduling examinations, and performing miscellaneous reception and office duties in connection with charting, referrals, appointments, and assuring that appropriate supplies (educational materials, CGM tools, etc.) are adequate for DM clinics.
2. Coordinates with the Medical Support Assistant to schedule Diabetes clinics (five or six days a month), Nephrology (two days a month), and Podiatry (three days a month).
3. Coordinates timely flow of patient care in the clinic as well as coordinating pre clinic chart reviews for diabetes clinics and specialty clinics.
4. Obtain and accurately record patient history, chief complaints, vital signs, and current medication in patient record.
5. Accurately completes electronic health record documentation in a timely fashion and helps manage the Diabetes Management System (DMS).
6. Provides patient follow up, education, and completes primary care provider's orders.
7. Collaborates with other health care professionals regarding clinical issues and patient care.
8. Active participation with the Diabetes team in planning and implementing the psychosocial aspect of diabetes care to identify financial needs, community resources (local, state, federal) and medication adherence of patients.
9. Carries out the creation and distribution of diabetes care Birthday month reminders with information sheets and chart reviews in EHR and RPMS.
10. Lead person on all CGM clinics, education, and programming with assistance from the Model Dietitian.

Date Approved:

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11. Provides follow up with HCP consults in EHR for Diabetes education, CGM, Podiatry, and Nephrology clinics.
12. Provides behavioral change counseling on an individual and/or group basis across the age span as appropriate.
13. Works with Dietitian(s) to establish group education classes for patients and the community.
14. Works closely with the Dietitian(s) to carry out DM clinics and model diabetes program activities.
15. Leads the completion of the annual diabetes audit and GPRA data collection and reporting, updating policies, procedures, chart reviews, and forms.
16. Will work with the Program Director and Model Dietitian to plan, organize and maintain the completion of the American Association of Diabetes Educators (AADE) Accreditation process.
17. Will assist with community events and programming related to the SDPI grant and other special events at EMHC (Women's Health Night, Go Red etc.)
18. Will work closely with the Grant Coordinator and take on a leadership role related to activities, planning, and reporting of the Good Health and Wellness Grant.
19. Participates in Diabetes Program staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.

- Represents EMHC in a highly professional matter;
- Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation;
- Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary;
- Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs;
- Adheres to and abides the policies and procedures of the MHA Nation and of the Elbowoods Memorial Health Center;
- Adheres to the Mission, Vision and Values of the Elbowoods Memorial Health Center; and
- Attend training as required.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

SUPERVISORY REQUIREMENTS:

- The requirement for managing of others does not exist.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Must have a Bachelor's of Science in Nursing (BSN) or Associates Degree in Nursing (ADN) from an Accredited Nursing program. A Licensed Practical Nurse (LPN) may be considered with correlating qualifications including a favorable work history, at least 3 years of nursing experience and the ability to display basic diabetes-related knowledge.
- Must hold a valid RN license from the North Dakota Board of Nursing or LPN license from North Dakota Board of Nursing;
- RN must have at least 1 years of experience which can include completion of Nursing Program clinicals and internships; LPN must have at least 3 years of experience;
- Maintains licensure and CEU's and will seek Certified Diabetes Care & Education Specialist (CDCES) certification, if not already certified.
- If not already certified in diabetes foot care, applicant will seek certification.

- Must have excellent communication skills and pay attention to detail;
- Cognitive knowledge, skills, abilities as related to the position;
- Computer literate and basic proficiency with Microsoft Office and other database software. i.e., RPMS/EHR;
- Knowledge of principles and practices of the organization;
- Operate standard office equipment;
- Familiarity with MHA Nation culture, values, and traditions;
- Must be punctual, reliable, dependable, and able to maintain confidentiality;
- Must have a valid driver's license and an acceptable motor vehicle record from the North Dakota Department of Motor Vehicle;
- Must submit to a Criminal Records Background Check;
- Must submit to an Alcohol/Drug Screen and random testing as per policy.

WORKING CONDITIONS:

- Work is performed in a clinic, office and at times outdoor environment with varying conditions of noise level, temperature, and illumination.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.
- Work is performed inside, and at times outdoors with exposure to unpredictable crisis situations.
- Shift work may be required.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel may be required to accomplish organizational goals.

PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job:
 - the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; and talk or hear.
 - The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
 - The employee must regularly lift and/or move up to 25 pounds.
 - Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
 - Must be alert, oriented, ability to perform with accuracy and be self-conscious of surroundings at all times.

ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Preference will be given to bona fide American Indian applicants in accordance with TAT policies and Federal Indian regulations for such preference.

THE MANDAN, HIDATSA, ARIKARA TRIBES DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGIOUS PREFERENCE, AGE, HANDICAP, MARITAL STATUS, POLITICAL PREFERENCE, GENETICS, OR MEMBERSHIP OR NON-MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, EXCEPT AS ALLOWED BY THE INDIAN PREFERENCE PROVISION OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED AND NORTH DAKOTA HUMAN RIGHTS ACT.

PERSONS OF INDIAN ANCESTRY WHO WISH TO CLAIM INDIAN PREFERENCE SHOULD SUBMIT A COPY OF THEIR TRIBAL ENROLLMENT CERTIFICATE INDICATING THE AGENCY ENROLLED.

All interested persons must submit the following information:

Job Application (found on MHA Website)

Questionnaire for Child Care Designated Positions (found on MHA Website)

Copies of:

- ✓ Diplomas/Certificates and Transcripts
- ✓ 2 Forms of ID: (1 Driver License and/or State Issued ID) and 1 Other
- ✓ Indian or Veteran Preference documents (If applicable);
- ✓ Mandatory COVID Immunizations, unless approved exemption is provided for medical/religious purposes;
- ✓ Must submit a Child Care Questionnaire as per Indian Child Protection and Family Violence Act P.L. 101-630

Submit all necessary information to the following addresses:

Three Affiliated Tribes/MHA Nation
Human Resource Department
404 Frontage Road
New Town, ND 58763
Ph# 701-627-4781
Fax# 701-627-2960