



Elbowoods Memorial Health Center

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

EXEMPT ___
NON-EXEMPT X

POSITION DESCRIPTION

POSITION: **Diabetes Program Case Manager**
RESPONSIBLE TO: Diabetes Program Director
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Non-Management, Regular, Full-time
LOCATION: Awatii Wellness Center - Elbowoods Memorial Health Center

POSITION SUMMARY: (position includes but is not limited to the following):

- 1) Position serves primarily as Case Manager for people with diabetes at the TAT Health Centers.
 - a) **Job Summary**
 - i) 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 supply stocks are adequate.
 - ii) Coordinate timely flow of patient care in the clinic as well as coordinating pre clinic reviews for diabetes clinics and specialty clinics.
 - iii) Obtain and accurately record patient history, chief complaints, vital signs, and current medication in patient record.
 - iv) Provides follow up patient care, education, and completes primary care provider's orders.
 - v) Active participation with the Diabetes team in planning and implementing the psycho-social aspect of diabetes care to identify financial needs, community resources (local, state, federal) and medication adherence of patients.
 - vi) Provides training, information, and consultation for staff and community organizations regarding behavioral health as it relates to the patient with diabetes, families of diabetics, and people at risk for diabetes.
 - vii) Provides behavioral change counseling on an individual and/or group basis across the age span as appropriate.
 - viii) Establishes support groups for patients on the Diabetes disease continuum and participates in group classes.

- ix) Develops behavioral health care plans and provides appropriate follow-up for clients.
 - x) Other duties as assigned by Diabetes Program Director.
 - xi) Accurately completes electronic health record documentation in a timely fashion and helps manage the Diabetes Management System (DMS).
 - xii) Communicate issues and concerns following the chain of clinical command.
 - xiii) Collaborates with other health care professionals regarding clinical issues and patient care.
 - xiv) Assesses, plans, and implements urgent care treatment as required.
 - xv) Assists with the annual diabetes audit and GPRA data collection and reporting, updating policies, procedures, chart reviews, and forms.
 - xvi) Maintains licensure and CEU's and will seek certified diabetes educator (CDE) certification if not already holding the title
- 2) Represents TAT Health Care Centers in a highly professional manner.
 - 3) Establishes positive communications with all departments of EMHC to assure stable operations.
 - 4) Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy and HIPAA regulation.
 - 5) Maintain required reporting as assigned.
 - 6) Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
 - 7) 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.
 - 8) Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

PHYSICAL DEMANDS/WORK ENVIROMENT

The work requires regular standing to perform work, walking between the different sections of the clinic, and reaching and bending to obtain supplies and accomplish tasks.

QUALIFICATIONS, EXPERIENCE, EDUCATION

- Graduate of an approved Nursing program (RN, LPN), or hold a Degree in Social Work (MSW, BSW) or hold a degree in a similar health related field **REQUIRED.** *Must submit copy of degree or transcripts and licensure with application.*
- Hold a current license or temporary permit from the North Dakota Board of Nursing, **PREFERRED.**
- Hold a current license from the North Dakota Social Workers Association Board, **PREFERRED.**
- Computer knowledge and proficiency, **REQUIRED.**

- Familiarity with American Plains Indian culture, values, and traditions.
- Maintain hard copy and electronic filing system, **PREFERRED**.
- Knowledge of principles and practices of organization, planning, records management, and general administration.
- Operate standard office equipment.
- Must have a valid N.D. driver's license in good standing and must supply driver's license abstract from the Department of Motor Vehicle **REQUIRED**.
- Will need to have an acceptable motor vehicle record. A copy of driver's license and verification of driver's record from the North Dakota Department of Motor Vehicle, **REQUIRED**.
- Excellent verbal and written communication skills, **REQUIRED**.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Occasionally lifts up to 25 pounds of material.
- 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 with exposure to inclement weather and unpredictable crisis situations.
- Extensive walking is required since interaction between all disciplines within the health care operations and management is required.
- Travel required to accomplish facility goals.

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.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resource Dept.
404 Frontage Road
New Town, ND 58763**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes Health Care Center application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes Health Care Center policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.