**American Indian Health Service of Chicago, INC**

4326 West Montrose Ave, Chicago, IL 60641

**Job Announcement**

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**American Indian Health Service is currently looking for a qualified applicant for the following position.**

**Position Description: Diabetic Program coordinator**

**Supervisor: Medical director**

**Job Description**

POSITION SUMMARY: The Diabetes Program Coordinator is responsible for the direction, coordination, implementation, and evaluation of the Diabetes Program and its objectives including Health Education. The Diabetes Program Coordinator will be responsible for meeting all objectives of the Special Diabetes Program for Indians (SDPI) grant. The Diabetes Program Coordinator will represent the company professionally and positively to enhance and promote the core values, always exercising utmost discretion, diplomacy and tact in customer interactions. Diabetes Program Coordinator reports directly to the Health Service Administrator

**Qualifications**

RESPONSIBILITIES AND DUTIES:

1. Responsible for the direction, coordination, implementation, and evaluation of the Diabetes Program and Health Education.

2. Review, evaluate and monitor Health Education and Diabetes programs to ensure adherence to funding objectives including but not limited to outreach, registration, session implementation, curriculum development, wellness activities, data collection, patient education, and reporting; provides extensive information on diabetes prevention, care and management to patients, staff, and community groups as requested.

3. Planning and coordinated health education, prevention and promotion services related to total preventative and curative health services at American Indian Health Service I.e. prenatal, gynecology, STD/HIV/AIDS, nutrition, diabetes, fitness, weight management, family planning, chronic disease.

4. Provide nutrition and diabetes related counseling to clients and patients.

5. Plan and collaborate with staff and community resources for developing patient education and health promotion activities through educational opportunities, activities, and utilization of facilities.

6. Periodically review the health status and needs of Native Americans by involving patients and families through surveys and/or focus groups, to identify health problems and develop sound educational approaches and materials to address these problems.

7. Provide individual and group patient education for programs such as off-site community agencies.

8. Advocate for the inclusion of chronic disease prevention/health promotion initiatives in the planning and development of activities and programs both within AIHSC and in collaboration with other community agencies.

9. All patient services will be documented within the Resource Patient Management System (RPMS) Electronic Health Record (EHR).

10. Provide training and in-services education for staff at AIHSC.

11. Maintain the RPMS Diabetes Registry with data collection to meet the SDPI program outcome measures and objectives.

12. Responsible for preparing and submitting monthly written and oral reports of service activities and other reports requested by contract or administration and meeting deadlines.

13. May serve on teams, wherever and whenever management determines the skills and talents of the incumbent would be best utilized including but not limited to, the Improving Patient Care (IPC), Patient-Centered Medical Home (PCMH) and the Quality Improvement committees.

14. Provide leadership in patient education programs through the initiation of ideas, joint planning, problem solving, and evaluation of programs.

15. Collaborate and coordinate with other services providers to plan and coordinate educational activities. Serves as liaison with local, state, regional, tribal and federal/national agencies and organizations.

16. Prepare and submit written quarterly, semi-annual and annual reports within specified time periods.

17. Keep abreast of current practices and concepts in health education through current literature, seminars, and direct contact with health professionals.

18. Perform other work-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of program planning concepts and practices.

2. Knowledge in health education theories, concepts, principles and practices specifically in diabetes, cardiovascular, cancer, stroke and pulmonary disease.

3. Skills in adapting and extending applicable health education principles and methods.

4. Knowledge of Resource Patient Management System (RPMS) Electronic Health Record (EHR) a plus.

5. Knowledge of the cultural, social, and economic backgrounds of the Native American Community.

6. Knowledge and ability to operate computers and Microsoft Office package, (database, word processing and spreadsheet software)

7. Ability to function as a member of the health care team.

8. Skills in interviewing and communicating,

9. Ability to provide written or oral presentations, and SOAP documentation.

10. Skills in written and verbal communication

11. Ability to meet deadlines.

12. Ability to work with confidential material without betraying the trust of patients, their families, and the agency.

13. Ability to work under minimal supervision while meeting all requirements of the position.

14. Ability to establish program goals and objectives and to assess progress toward their achievement.

QUALIFICATIONS/EXPERIENCE/REQUIREMENTS:

Education and Experience: Minimum Required: Bachelor’s Degree of Science in Nursing. A registered nurse with current Illinois License. Basic Life Support (BLS) required. Maintaining confidentiality and adherence to the Privacy Act (HIPAA). •Preparing accurate, clear and concise medical documentation and records. •Using software applications related to duties. •Compiling and summarizing information and preparing periodic or special reports related to the nursing area and client population.

Work type: Full time

Native American Preference, however, all qualified applicants will be accepted

Please email resume and questions to [Administration@aihschgo.org](mailto:Administration@aihschgo.org)