**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: Dietitian**

**Supervisor: Medical director**

To coordinate activities of the Special Diabetes Program grant with health services staff, other program staff, the Board, the community and relevant outside agencies and to provide nutrition services for the AIHSC Clinic.

Duties:

1. Participates in the planning of grant activities and implements those proposed in yearly Diabetes grant applications.

2. Perform duties contained within this position description without hesitation or criticism to any supervisor or Board directive that is recognized as attempting to meet the goals of reduction in cases of diabetes and obesity.

3. Works with and in collaboration with the diabetic Nurse and in programs that will have the highest impact upon diabetes and obesity.

4. Organizes Diabetes Team meetings, case management meetings, and other meetings to coordinate, troubleshoot, problem solve, and resolve issues with grant implementation and services to patients, clients and community members with diabetes as well as obesity, and the implementation and maintenance of prevention activities to the community at large.

5. Serves as the focal point for diabetes referrals from medical providers which require home visits and other follow-up, assuring appropriate and timely follow-up with documented response of assessment, current status, and recommendations for treatment and continued follow-up to the referring provider.

6. Provides skilled guidance and education regarding appropriate diabetes and obesity education to individual and families, including measures to prevent complications and to minimize disabilities and obesity, while safe-guarding their integrity and recognizing their rights to make decisions; teaches and manages clients and families in the continuum of care for clients and community members with diabetes and obesity emphasizing self-care, routine care with medical providers, preventive measures and healthy lifestyles.

7. Works with and collaborates with staff members who are involved with the full range of diabetes, nutrition and healthy lifestyle services to clients and community members consistent with the IHS contract and the Special Diabetes Program grant.

8. Prepares monthly reports. Produces annual reports assessing the process and outcome evaluation measures associated with goals and objectives of the Special Diabetes Program grant; uses appropriate components of the Electronic Health Records (HER); generates quarterly and annual diabetes audits as required; works with and collaborates with identified Health Services staff to ensure appropriate use of, and input of data into EHR; assists in the coordination of EHR data issues related to the diabetes grant and audit.

9. Provides and documents consultation on nutrition, diabetes and obesity.

11. Performs Indian Health Services Annual audit, attends required training, completes annual and mid-year reports, and submits annual SDPI grant application as Diabetes program coordinator.

12. Performs other duties as assigned by the supervisor.

Qualifications: Education: Bachelor's or graduate/higher level degree in the fields of dietetics, food, nutrition, food service management, institution management, or related science. The educational program must have been accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), or an accrediting body recognized by the U.S. Department of Education at the time the degree was obtained. 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.

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

Work Type: Part time (20 hours), work hours to be determined on hire.

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