



NEVADA URBAN INDIANS, INC. JOB DESCRIPTION

Title: Health Services Manager

Exemption Non-Exempt – Eligible for Overtime

Supervisor: Executive Director and Medical Consultant

DESCRIPTION:

Job Summary: Under the direction of the Executive Director and oversight of the Medical Consultant, coordinates urban health services including, but not limited to: blood pressure and cardiac disease management; diabetes education and management; diabetes exercise management; diet and nutrition education; immunizations; transportation services; elder socialization and HIV/AIDS education. Provides guidance, direction and supervision to staff relative to health issues of the Native American population. This position is the lead educator, a case manager and the program coordinator.

MINIMUM QUALIFICATIONS:

Experience & Training Guidelines:

Current license to practice as a Registered Nurse in the State of Nevada and three (3) years of professional nursing experience, one of which included case management of patients with diabetes, and one of which included supervisory responsibilities. A Bachelor's degree in nursing is equivalent to a diploma or associate degree in nursing and one year of full-time nursing experience.

License:

Current Nevada Registered Nursing license; Certification as a Certified Diabetes Educator (CDE) or the ability to obtain certification within one (1) year of employment; and a current CPR (cardiopulmonary resuscitation) Certification.

Must possess a valid Nevada Driver's License, provide proof of a current good driving record; and be capable of being insured to operate a motor vehicle.

Conditions of Employment:

On day of appointment must have fingerprints taken and complete a criminal background with satisfactory results, cost of which is at the expense of the employee. On day of appointment must submit to a pre-employment drug screening with satisfactory results, cost to be at the expense of the employer.

JOB DESCRIPTION: HEALTH SERVICES MANAGER (cont.)

Physical Demands: (cont.)

Work is performed in an office environment and various offsite home and/or clinic locations. May require sitting and/or standing for prolonged periods of time; moderate or light lifting of objects up to 25 pounds. Ability to read and write in English in relation to reading and administering medications and maintaining medical records and files. Ability to use office equipment, including but not limited to: computers, printers, copiers, telephones, and facsimiles. Ability to use laboratory and health related equipment, including protective devices such as masks or gloves. Ability to tolerate exposure to communicable diseases.

ESSENTIAL FUNCTIONS: Duties and responsibilities may include, but are not limited to, the following:

- Provide diabetes training and education to clients, their family members, community groups and NUI program staff on all aspects of diabetes care
- Conduct CVD (cardiovascular disease) risk assessments and provides appropriate case management and, if necessary, referral for individuals with diabetes, with focus on a reduction of cardiovascular disease risk factors, including obesity, hypertension, hyperlipidemia, etc.
- Develop and implement patient care plan that meets the Diabetes Standards of Care. Evaluate clinical and educational outcomes and, if necessary make appropriate referrals.
- Conduct patient intakes and refer to appropriate programs
- Make periodic home visits to provide general assessment, education and case management for patients with diabetes/pre-diabetes. Educate the Certified Nursing Assistant, client and their relatives on health diagnosis, desired treatment, and expected outcomes.
- Schedule and monitor the Certified Nursing Assistants home visits and the transportation of clients for health services; provide direction to scheduling home visits by Elder Support Partner
- Oversee case management of “active” diabetes and pre-diabetes patients, to include periodic medical record review and use of the RPMS (Resource Patient management System)
- Coordinate weekly Diabetes Clinic for contract Podiatrist and provide assistance to podiatrist; refer clients to Exercise Trainer
- Maintain medications in safe and secure location; track usage of medications; ensure proper disposal of medications
- Conduct various lab tests (i.e. TB test, diabetes, etc)
- Develop monthly health articles for agency newsletter
- Develop and implement collaborative health plans, activities and events with other community organizations
- Compile monthly/quarterly reports on program activity; maintain statistics on clients accessing services

- Procure, organize, evaluate, update and develop patient education materials to be used in training sessions and/or events
- Ensure client charts are maintained in a secure environment and prepared for auditing and/or archiving as needed
- Maintain professional certification and/or licensure from a nationally recognized credentialing body
- Maintain a minimum of 6 professional continuing education credits annually on topics related to diabetes management, CVD risk reduction, behavioral interventions, teaching and learning or counseling skills workshops and in-service programs relevant to diabetes in AI/AN communities
- Ensure all activities are performed with the utmost attention to patient confidentiality and HIPAA and IRB (institutional review board) requirements
- Supervision of staff, including but not limited to: selection, training, evaluating, disciplining, etc.
- Grants management, including but not limited to: grants research, grant compliance, adherence to grants budget, developing grant reports to funding agency, Executive Director and Board of Directors

KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of: nursing principles and therapeutic practices; applicable regulatory standards; health education and training techniques; the principles, practices and standards of care for diabetes, pre-diabetes/metabolic syndrome diagnoses recommendations, diabetes health promotion, disease prevention and treatment; health care resources in the urban, tribal communities and local area; HIPAA requirements; principles and practices of supervision; medical diagnoses and major signs and symptoms; practices, methods and procedures used in community health nursing; medication protocols; knowledge of educational principles, group dynamics, behavior change concepts, empowerment models, motivational interviewing techniques, learning styles and teaching strategies.

Ability to: apply specialized knowledge related to the care of Native American or Alaskan Natives patients with diabetes; independently develop, implement, maintain and evaluate a comprehensive CVD risk reduction program with emphasis on case management and patient/provider education; assess community health problems, plan appropriate, creative health education interventions; successfully implement health programs and evaluate the process and outcomes; identify client service needs; respond to and resolve client health care issues within established and accepted nursing practice; supervise staff, including organizing work flow to accomplish established objectives; demonstrate nursing leadership skills; write concise and informative reports; make presentations on health care issues in individual and/or group settings, with good public speaking skills; establish and maintain cooperative, supportive relationships with participants as well as funding agencies, clinic staff tribal organizations and local, state and national organizations; carry out multiple assignments and meet deadlines; seek out grants for available health care funds; complete required documentation for grants. Communicate effectively with a variety of audiences using a variety of mediums.

Skill in: use of a computer and various software programs.

SPECIAL NOTE:

Indian Preference will be given to qualified applicants who are members of federally recognized Indian tribes. Consideration for Indian Preference requires a complete and signed Certificate of Degree of Indian Blood (CDIB) to be submitted at time of application.

ESTABLISHED:

REVISED: July 25, 2005
June 23, 2008

NUI Board Chairperson