



Position Description

Position	Diabetes Case Manager
Supervisor	Executive Director
Salary	\$50,000 per annum

Summary

The incumbent will supervise the Diabetes team, as well as educate, treat, monitor, counsel, case manage, and coordinate care and resources for Native American patients with diabetes. The incumbent will work closely with the DIHFS medical team to plan and provide diabetes control and prevention strategies for the American Indian community in the Denver metro area.

Job Classification

This is a full-time, exempt position.

Typical Physical Demands

1. Prolonged periods of standing or sitting.
2. Stooping, bending or stretching for files and supplies.
3. Ability to handle up to 15 lbs. of lifting.
4. Manual dexterity sufficient to operate a keyboard or other agency equipment.
5. Vision must be correctable to allow computer monitor use and hearing must be within normal range for telephone calls.
6. Work may occasionally be stressful. Position may occasionally involves fielding calls from frustrated clients.

Typical Working Conditions

1. Schedule is primarily Monday-Friday, though some evening and weekend work maybe occasionally be required.
2. Work is performed in an office and clinic setting.
3. Work must be performed in a confidential manner.

Duties

1. Incumbent is responsible for the efficient management of specified diabetes clinics, assuring smooth patient flow and delineated progression through the various disciplines necessary for periodic monitoring of diabetes complications.
2. Oversees and monitors the Special Diabetes Program and grant budget and monies.
3. Oversees the following members of the Diabetes Program: Diabetes Prevention Specialist, Registered Dietitian and Diabetes Medical Assistant.
4. Assists with coordination of primary, secondary and tertiary prevention projects for the American Indian community.
5. Provides ongoing case management services to diabetes patients.
6. Instructs diabetes patients in the use glucometers and counsels on the importance of maintaining appropriate blood glucose levels.
7. Coordinates early detection activities to identify Indian people with diabetes.
8. Counsels diabetes patients in methods of controlling diabetes.

9. Performs outreach to other health providers to provide information regarding DIHFS services.
10. Works with health team on special health and diabetes initiatives of the agency i.e. health fairs, immunization clinics, etc.
11. Prepares monthly report to Executive Director in timely manner.
12. Ensures adherence to client confidentiality.
13. Adheres to the agency policies and procedures when submitting agency approved forms and documents.
14. Participates in all meetings necessary for proper execution of assigned duties.
15. Provides reports to Executive Director on all services in the manner and time frame as specified by the Executive Director.
16. Other duties as assigned.

Education

1. Bachelors degree in Nutrition, Nursing or other professional degree eligible for certification as Diabetes Educator.
2. Registered Nurse or Dietitian preferred.

Experience

1. Must have two years experience working within health services agency of which one year must have been spent working with American Indians.
2. Must be familiar with confidentiality regulations.
3. Must have experience in Case Management of clients.
4. Must have experience with Microsoft Windows and Office software

Other Requirements

1. If an RN, must have or be able to obtain Colorado State Nursing License
2. Must have Colorado State ID
3. Experience with RPMS preferred
4. Current and valid driver's license

Denver Indian Health & Family Services is a private non-profit organization. DIHFS does not discriminate in employment on the basis of race, color, creed religion, age, sex, national origin, physical handicap, marital status or sexual preference. However, DIHFS does adhere, both philosophically and as required, to the Indian Preference Act, Title 25 CFR, Section 472.

Denver Indian Health & Family Services is a Smoke Free, Drug/Alcohol Free work environment.

If you are claiming Indian Preference, please include tribal documentation along with your resume and cover letter.

Please submit resume and cover letter to:

***Del Nutter
Executive Director
Denver Indian Health and Family Services
1633 Fillmore Street
Denver, CO 80206***

Phone: 303 953-6612

Fax: 303 643-5885

Email: dnutter@dihfs.org