

LAKE COUNTY TRIBAL HEALTH CONSORTIUM, INC.
JOB DESCRIPTION

TITLE: DIABETES HEALTH EDUCATOR SPECIALIST (DHES)

DEPARTMENT: PUBLIC HEALTH

SUPERVISOR: DIABETES/HRSA PROJECT COORDINATOR

CLASSIFICATION: FULL TIME NON-EXEMPT

POSITION SUMMARY: The Diabetes Health Educator Specialist (DHES) will provide support to the Diabetes/HRSA Project Coordinator in implementing the Diabetes and Chronic Disease Self-Management community-based education program and services. The DHES will promote wellness and foster skill building for healthy lifestyle behaviors, including good nutrition, physical activity, and social/emotional coping. The DHES will assist in recruiting partners and sites for delivering CDSME/DSME, What Can I Eat (WCIE), Bingocize and Home Meds, including at the clinic and in the community among the 6 local Tribes. The DHES will facilitate workshops, document participation, and manage data collection. The DHES will build trusting and supportive relationships in the community, ensuring follow-through on commitments, encouraging feedback, and collaborating with partners.

ESSENTIAL FUNCTIONS:

- Be trained in and stay up-to-date on evidence-based diabetes and chronic disease self-management education, and Bingocize.
- Based on an agreed-upon schedule, facilitate CDSME, DSME, WCIE and Bingocize workshops at the clinic and at Tribal and other community partner sites.
- Build trusting relationships in the community, with cultural understanding of applying traditional health practices to current wellness challenges.
- Motivate elder and adult patients to engage in their own wellness. Ensure focus on identifying and meeting patient needs.
- Communicate and work closely with the Diabetes/HRSA Project Coordinator to ensure consistency of approach and sharing of patient and community feedback to be used in improving the program and services.
- Manage participant data collection and ensure data entry into Caspio.
- Work with Diabetes/HRSA Project Coordinator, Diabetes Education Manager and Evaluation Consultant to implement continuous quality improvement and evaluation of diabetes programs and services.
- Contribute to a positive work environment with individuals and teams of diverse skills, education, and life experiences.
- Support team in developing the communities' events such as Kwa Xho Garden Blessing, GONA, Walk to Wellness, Digital Stories, etc.

- Other duties as assigned by Diabetes/HRSA Project Coordinator or Diabetes and Tobacco Program Manager.

EDUCATION, EXPERIENCE, CERTIFICATIONS AND LICENSES:

- Some college background preferred; or equivalent experience in health coaching, team building, and/or field of education.
- Demonstrated ability to lead a group in an educational experience based on fidelity to evidence-based curriculum.
- Background in case management, Community Health Worker (CHW/CHR), or related area of social services desired.
- Willingness to listen and be receptive to problem-solving patients' challenges to wellness.
- Bilingual Spanish/English desired.
- Current CPR and First Aid card.
- Valid Driver's license.
- Experience with the use of computers, email, texting and social media.
- Willing to travel throughout Lake County and out of area for business purposes. Classes and events may be held at LCTHC offices and/or off-site. Offsite locations will include the Rancherias of the 6 local federally-recognized Native American tribes.
- Willing to work full-time. Regular work schedule with some flexible work hours as approved by Manager to help support evening and weekend workshops or community events.
- Ability to maintain confidentiality based on LCTHC HIPAA requirements (see additional detail below).

All LCTHC employees are expected to:

- Provide the highest possible level of service to clients;
- Promote teamwork and cooperative effort among employees;
- Maintain safe practices; and
- Abide by the LCTHC policies and procedures as they may from time to time be updated.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sitting / Mobility: Approximately 25% of time is spent working at a desk. Balance of time (approximately 75%) is spent moving around work areas. Communication: Ability to effectively communicate with co-workers, patients and members of outside agencies, in person, by telephone, and by email. Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects, pushing and pulling, physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to

normal range; verbal communication; uses kitchen utensils and knives, stove tops, ovens, barbeque grill and other heated cooking equipment. Use of standard office equipment, including computer, telephone, calculator, copiers, and fax. Work is performed in an office/clinic environment and outside with exposure to different weather conditions; continuous contact with other staff and the public.

INDIAN PREFERENCE: Preference may be given to qualified Native American Indians according to the Indian Preference Hiring Act, CFR 25 USC 472. Other than Indian Preference, Lake County Tribal Health Consortium, Inc. adheres to all provisions of the Equal Employment Opportunities Act.

NOTICE OF DRUG-FREE WORKPLACE ACT REQUIREMENT:

LCTHC is committed to maintaining a drug free and alcohol free workplace. LCTHC believes that a healthy, productive workforce free from the effects of drugs is very important to all employees and patients. Substance abuse is incompatible with the health, safety, efficiency and the success of LCTHC. Employees who are under the influence compromise LCTHC'S interests, endanger their own and the health and safety of others and can cause a number of other work-related problems. As a condition of employment, each applicant receiving a job offer from LCTHC must take and pass a required drug screen test.

HIPAA Health Insurance Portability and Accountability:

This act was enacted to deal with three main areas with regard to patient information.

- Security of health information
- Standards of electronic transactions
- Privacy of individually identifiable health information

IMPORTANT DISCLAIMER NOTICE

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or work environment change.

Lake County Tribal Health is an At-Will Employer. Either the employee or LCTHC can terminate the employment at will, without advance notice, at any time, with or without cause.

I have read and understand all aspects of this job description.

Employee Signature

Date

Supervisor/Dept. Manager

Date

HR Signature

Date