



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2022-012
HEALTH & HUMAN SERVICES
NURSING
DIABETES CASE MANAGER**

Position Title:	Diabetes Case Manager	Pay Level:	\$45,402 - \$68,103
Position Open Date:	12/16/2022 – Until Filled	Department:	Nursing
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Medical Director	Location:	Health & Human Services

POSITION SUMMARY:

Responsible for providing diabetes nursing care/services in an integrated ambulatory care center; serves as the key person in the care of patients diagnosed with diabetes by providing individualized diabetes self-management education and training to individuals and groups according to the Scope and Practice, Standards of Practice and Standards of Professional Performance.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Degree in Nursing; AND two (2) years of experience providing diabetes education.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
Valid New Mexico Registered Nurse License
Certified Diabetes Educator (CDE) credentials; or eligible to become a certified diabetes educator
Basic Life Support (BLS) certification; or must obtain within 30 calendar days of hire
CPR/First Aid certification; or must obtain within 30 calendar days of hire
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in typical office and clinical setting; agility and dexterity to use standard office and medical equipment; stamina to sit and stand for extended periods of time; strengths and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

Work is subject to performance under exposure to adverse environmental conditions, bodily fluids, bio hazards, gases, noxious odors, and noise and traffic conditions.

ESSENTIAL FUNCTIONS:

- Provides individualized diabetes self-management education and training to individuals and groups according to the Scope of Practice, Standards of Practice, and Standards of Professional Performance
- Provides case management for clients with diabetes; reviews cases/records of all newly diagnosed diabetic patients, determining patient needs, and, following –up on referrals and communicating closely with medical disciplines
- Develops, implements, and evaluates individual patients care plans corresponding with physician orders
- Counsels and instructs the patients and their family in the management of diabetes; encourages them to achieve diabetes self-care management
- Serves as a liaison between patients, and their family and health care personnel to ensure efficient and prompt health care services for diabetes patients; fosters a collaborative process that promotes quality care and cost effective outcome
- Participates in case conferences between medical disciplines, families, and agencies involved in the patient care plans
- Coordinates the available resources by identifying, mobilizing, and utilizing those resources to meet the patient’s needs
- Works closely with the Community Health Worker/Community Health Representative within the Jemez Public Health Program to coordinate services and resources to meet the patient need
- Performs or assists medical staff in performing medical assessments on patients
- Administers medications and other treatments as required; draws blood for laboratory tests and performs other standard diagnostic procedures; prepares patients for medical staff examinations and assists during such examinations, and performs related professional nursing duties
- Responds to medical emergencies; assesses the situation, provides immediate assistance and/or calls for medical staff assistance
- Prepares and maintains medical records and files, including laboratory tests and their results and medications and other treatments administered and actions taken; reviews and updates charts
- Prepares a variety of reports, correspondence and other written materials as required
- Assists in the training of staff as required
- Uses standard office and medical equipment in the course of the work; orders supplies as required
- Maintains safe and clean working environment in accordance with Clinic procedures rules and regulations
- Contributes to the overall quality of the unit’s service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public

REQUIRED KNOWLEDGE AND SKILLS:

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- Theory, principles, practices and methods of providing diabetes education and treatment management
- Theory, principles, practices and methods of providing nursing care and services at the level of a registered nurse
- Techniques of medical assessment and evaluation of various age groups
- Applicable Laws, codes and regulations
- Medical record keeping and the standard format for information on charts and other medical documentation
- Safety principles, practices and equipment related to the work
- Routine infection control procedures and practices
- Proper techniques for documentation of examination and treatment information
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Computer software utilized by the clinic
- Developing collaborative, therapeutic alliance with individuals
- Assessing client medical status and situations and taking or recommending appropriate action
- Performing skilled nursing in a clinical setting
- Using medical instruments and techniques skillfully and safely
- Interpreting, applying and explaining applicable laws, codes and regulations
- Preparing accurate, clear and concise medical documentation and records
- Compiling and summarizing information and preparing periodic or special reports related to the nursing area and client population
- Using tact, discretion and prudence in dealing with customers
- Using initiative and independent judgment within established procedural guidelines
- Establishing and maintaining effective working relationships with a variety of individuals from various socio-economic, ethnic and cultural backgrounds

To apply for the position posted, please apply as follows;

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezpueblo.org