

## FRESNO AMERICAN INDIAN HEALTH PROJECT

1551 E. Shaw Avenue, Suite 139 Fresno, CA 93710 (559) 320-0490 fax (559) 320-0494

### HEALTH EDUCATOR II

#### *Position Description*

Department: Care Integration Department

Supervised by: Director of Care Integration

Supervises: No

Travel Required: Occasionally

Starting Salary: \$70,000 per year - \$108,592.98

Type: Full-time; 40 Hours per week; Exempt

#### **POSITION PURPOSE AND SUMMARY**

The Health Educator is responsible for coordinating diabetes and health education services for American Indian individuals receiving services from FAIHP. Health education may take place at the Health Project location, associated clinics, or outreach sites including client's homes. Leads group and individual nutrition counseling sessions. The Health Educator is responsible for case management of diabetic clients in accordance with Indian Health Service Diabetes Standards of Care and the required Diabetes Care audit. The Health Educator is part of a multi-disciplinary team working to establish services that enhance the health and well-being of the clients while developing their self-monitoring and/or healthier behaviors.

#### **ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES**

- Identifies individual and community health education needs and implement a strategy to address those needs one-on-one or in group education events.
- Conducts individual one-to-one health education sessions on diabetes, nutrition, breastfeeding, or other health topics and develop a follow-up plan to monitor behavior modification.
- Provides case management of diabetes clients according to urban GPRA indicators and Indian Health Service diabetes audit indicators to ensure each client is receiving the standard screenings, evaluations, and follow up.
- Ensures the successful implementation of the activities and services of the Special Diabetes for Indians (SDPI) program and assists in the delivery of Health Promotion/Disease Prevention activities.
- Submits monthly activity reports to the Executive Director, annual diabetes care audits, and semi-annual grant progress reports.
- Participates in all required webinars, trainings, and workshops as is determined necessary or required for related grant programs.
- Develops and coordinates all outreach components/activities of the Diabetes Prevention/Risk Reduction and Maintenance Program.
- Participates in the Quality Improvement committee meetings and works with other department supervisors to ensure health promotion and a prevention focus is included in all center program and services.
- Coordinates with in-house service providers to develop, implement and monitor an individual case plan for each patient.
- Other duties as determined necessary for the position or agency.
- Assists in the writing, research, and preparation of proposals for grant applications or renewals.

#### **MINIMUM MANDATORY QUALIFICATIONS, SKILLS, KNOWLEDGE, QUALITIES & PRIOR EXPERIENCE REQUIRED**

- Required Master's Degree in Community Health, or related field.
- Registered Dietitian, Degreed Nutritionist, Public Health, or Registered Nurse.
- Required Certified Diabetes Educator Certificate or willingness to become certified within two years.
- Strong knowledge of diabetes and diabetic diets, medications, and self-management techniques.
- Demonstrated ability or willingness to work with culturally diverse populations, youth, and professionals.
- Demonstrated ability to communicate effectively and professionally both verbally and in writing.
- Knowledge of and/or sensitivity to the needs of the American Indian community/culture.

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- Availability to work evening and weekend hours as required.

### POSITION QUALIFICATION PREFERENCES

- Knowledge of Indian Self-Determination and Education Assistance Act (Public Law 93-638)
- Experience working with the American Indian community
- Experience utilizing the Indian Health Service RPMS database system
- Experience writing and reporting on grants including budget management and development

### WORK ENVIRONMENT

Work environment:	The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate.
Physical demands:	The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is required to frequently stand, walk, sit, bend, twist, talk and hear. There are prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with patients, vendors and staff.
Mental demands:	There are a number of deadlines associated with this position. The employee must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Fresno American Indian Health Project (FAIHP) are expected to conform to the following:

- Uphold all principles of confidentiality and patient care to the fullest extent.
- Adhere to all professional and ethical behavior standards of the healthcare and social services industry.
- Interact in an honest, trustworthy and dependable manner with clients, employees and vendors.
- Possess cultural awareness and sensitivity.
- Meet or exceed the performance standards as set by your supervisor.
- Work independently and as a team member; consistently demonstrates professionalism, courtesy, efficiency, excellent internal and external customer service, high ethical standards and behavior that contribute to harmonious relationships.
- Maintain a current insurable California driver's license if required.

### INDIAN PREFERENCE

FAIHP has implemented an Indian Preference in Employment Policy. Pursuant to this Policy, applicants who meet the minimum qualifications for this position and who are enrolled members of a federally recognized Tribe will be given primary preference in hiring and employment for this position. Other candidates will be considered only after all candidates entitled to this preference have been fully considered.

### OTHER

All employees must maintain a current (annual) negative/inactive tuberculosis test/x-ray results on file, have a negative result on a pre-employment drug test, consent to and pass a character investigation as prescribed in P.L. 101-630, section 408 and uphold all principles of confidentiality and patient/client care to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination.

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**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

BOARD OF DIRECTORS APPROVED BY		TITLE	Board Chairperson
AUTHORIZED BY		TITLE	Executive Director
DATE POSTED		DATE HIRED	

### ACKNOWLEDGMENT

I have reviewed the content of this position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

Employee (printed name)

Employee (signature)

Date

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