

Helena Indian Alliance

Job Description

Position Title: Registered Nurse-Diabetes Program Manager

Reports to: Clinic Manager

Duties and responsibilities:

- Provide diabetic patient assistance by developing treatment plans and make appropriate referrals to outside treatment facilities and other medical professionals. Modify treatment plans to comply with changes in patient status.
- Plan, design and implement diabetes prevention and treatment education programs for individuals and groups.
- Plan and implement educational services to the community, maintain and develop outreach activities as assigned.
- Assist with other clinic patients as needed.
- Assist with grant development and implementation process.
- Coordinate the preparation of all monthly, quarterly, semi-annual, and annual reports per reporting requirements.
- Coordinates with providers to manage the Leo Pocha Health Clinic in order to provide clinical care as well as management of clinical activities.
- Responsible for overall management of the SDPI Program and for establishing and implementing policy and practices that ensure the effective and efficient delivery of services to clients and customers.
- Serve as key advisor to the Executive Director regarding overall Leo Pocha SDPI policy of the Helena Indian Alliance.
- Coordinates clinical operation as it pertains to the SDPI Program.
- Other duties as assigned by the Executive Director.

Knowledge, skills and abilities:

- Ability to assess available resources to provide patient care.
- Establish working relationships with staff, patients/families and public.
- Knowledge of general clinical practices.
- Must have supervisory experience.
- Experience working with USDPHHS – Indian Health Services.
- Assists in the development of patient care standards that are consistent with current nursing and medical practice.
- Assists with implementing and monitoring of clinic policies, procedures, goals and cost containment measures.
- Establishes priorities for the clinic based on changes in patient populations and resources.
- Participates in the development and monitoring of cost-efficient measure in the budgets.
- Uses relevant nursing research to improve clinical practice.
- Practices according to clinic policies, procedures, and protocols, and practice guidelines to maintain a safe environment for patients, visitors, and staff.
- Supports and assists with implementation of administrative decisions and processes of change.

- Communicates using appropriate protocol.
- Performs other special projects and tasks as assigned.
- Expands management and consultation skills consistent with position responsibilities.
- Maintains confidentiality of patient, institutional and staff information.
- Adheres to professional and legal standards of nursing practice.
- Participates in meetings and projects.
- Analyzes own performance in accordance with position expectations, develops goals and implements plan to meet those goals.
- Is self-directed in utilizing time
- Maintain accurate and detailed reports and records.
- Participate in the SDPI grant writing process and fulfill requirements of the grant
- Performs other duties as assigned by the Executive Director.

Education/Experience:

The minimum qualifications for this position are generally gained through specific and related work experience as well as education and should constitute a total maximum of eight (8) years or a minimum of four (4) years combined of experience and education.

- 4 – 7 Years of Education-Baccalaureate degree in nursing.
- 2 – 4 Years of experience - professional nursing.
- Must possess a valid State of Montana license or temporary permit to practice professional nursing.