



**LAC COURTE OREILLES
COMMUNITY HEALTH CENTER**
13380 W Trepania Road • Hayward, Wisconsin 54843-2186

Telephone: 715-638-5100
Administration Fax: 715-634-6107
Medical Records Fax: 715-634-2740

Position Description

Position:	Certified Diabetes Care and Education Specialist Registered Nurse
Location:	Lac Courte Oreilles Community Health Center
Hours:	Monday-Friday 8:00am-5:00pm (flexible 40 hour schedule)
Salary Range:	Negotiable
Posting Date:	11/05/2020
Closing Date:	Open until filled

Description of Position:

The Certified Diabetes Care and Education Specialist Registered Nurse (CDCES) will incorporate the Patient Centered Medical Home (PCMH) model in nursing practice. The CDCES will provide professional nursing assessment, planning, intervention and evaluation in patient care and management. The CDCES will complete patient care planning and patient education in individual and group settings within the LCO Health Center and throughout the LCO Communities in conjunction with the nutritionist.

Qualifications:

- Must have a valid WI Registered Nurse License
- Associate Degree in Nursing (BSN Preferred)
- Certification as a diabetes and education specialist (CDCES)
- Possess 2 years nursing experience required
- Mantoux TB test current or complete this immediately upon hire
- Have completed Hepatitis B series or complete this immediately upon hire
- Possess strong oral presentation skills

- Ability to maintain confidentiality and observe all requirements of the Federal Privacy Act and HIPAA regulations
- Valid Wisconsin Driver's license
- Valid Vehicle Insurance
- Proficient in Electronic Health Record preferred
- CPR Certified
- Be able to pass pre-employment and random drug test screening
- Be able to pass a background check
- Must obtain and maintain Retinopathy JVN training

Major Duties and Responsibilities:

1. Actively engage with patients in their care management. This care includes the development, maintenance, and review (pre-planning) of care plans.
2. Collaborate with the medical providers, PCPs, and support staff to execute strategies of the Medical Home Care Model that engage patients in reducing health-risk factors and promote quality health care.
3. Use high-quality, cost-efficient care and practices.
4. Deliver high-quality and medically appropriate care in a timely manner.
5. Collaborate with Diabetes team and other departments within health system to carry out the clinics protocols and policies towards patient centered care. Assist will building this model of care.
6. Assist Manage all diabetic related grant projects and budget narratives and complete reports as required; at minimum quarterly, semi-annual and annual program reports.
7. Maintain records and do data collection for AADE Accreditation.
8. Assist with Coordinating Diabetes Team meetings and Community Diabetic Meetings and program activities.
9. Assist with fitness programs and orientations to fitness facility.
10. Work independently and as a Diabetes team member within the Primary care medical home organization within the LCOHC practice.
11. Provide general nursing care and treatments, assisting and working under the supervision of a licensed provider.
12. Obtain and record patient and family medical history; often focusing on present illness or problem.
13. Complete patient assessment, planning for care, follow up, and evaluation.
14. Administer treatments and dispense medications. Monitor and provide immunizations as ordered by provider in accordance with nursing standards. This includes all types of injections and intravenous therapy.
15. Maintain accurate, detailed reports and records.
16. Chart concisely, descriptively, includes patient's progress or lack of progress, using the Electronic Health Record system.
17. Possess good crisis intervention skills.
18. Addresses all patient and coworker contacts in a professional and customer friendly manner.
19. Assist the coordination of referrals.

20. Consult and coordinate with all health care team members.
21. Assist with patient education, emphasizing preventive measures, nutrition, prenatal care, children care with special attention to prevalent chronic disease such as diabetes and hypertension.
22. Teach culturally relevant evidence based education programs to both adults and youth. These will be presented individually and in groups. Learner centered lesson will include topics such as healthful food choices, medication management, and low impact physical activity.
23. Assure compliance with AAAHC.
24. Identify problems, research and recommend resolutions.
25. Exercise a high degree of initiative, judgment, discretion, and decision-making.
26. Skill in establishing and maintaining effective working relationships with patients, staff and the public.
27. Able to lift 50 lbs.
28. Report any Adverse Incidents.
29. Maintain a position in the Incident command system as assigned by management.
30. Be primary contact with contracted podiatry services related to scheduling.
31. Collaborate to ensure nursing services are scheduled and provided to assist the podiatrist.
32. Assist podiatrist with assessments, planning for care, and follow ups.
33. Ensure podiatry instruments are sterilized and rotated.
34. Ensure podiatry supply orders are requested and ordered.
35. Complete Retinopathy screenings
36. Ensure adequate retinopathy services available.
37. Responsible for Retinopathy follow up, and notifying the patients.
38. Placing Retinopathy orders, per policy.
39. Charting Retinopathy office visit in EHR, per policy.
40. Maintain Retinopathy certification.
41. Perform other duties as assigned by the Medical Charge RN.

Supervision and Guidance:

The Certified Diabetes Care and Education Specialist Registered Nurse will work within the medical clinic under the direct supervision of the Medical Clinical Charge RN with the oversight by the Medical Director.

***Applicants for employment with the Health Center must submit with the completed application form additional documents including the following:**

Letter of Interest
Resume
Credentials
Proof of any stated Qualifications
Three (3) current letters of recommendation
Academic transcripts

Application Information:

Applications may be obtained from and submitted to:

Lac Courte Oreilles Community Health Center
Human Resources
13380W Trepania Road
Hayward, Wisconsin 54843
(715) 638-5132
(715) 634-6107 FAX

The Lac Courte Oreilles Community Health Center is an equal opportunity employer. Native American Preference will be given to candidates of equal or comparable qualifications.

10/20/2020