



VACANCY NOTICE #16-52

TITLE: Diabetes Case Manager
Regular, Full-Time
DEPARTMENT: Public Health, HHS
SALARY: Dependent on Qualifications
OPEN DATE: October 25, 2016
CLOSING DATE: Open Until Filled

Summary: Responsible for providing 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 of Practice, Standards of Practice, and Standards of Professional Performance under direct clinical supervision of Medical Director.

Qualification Requirements: Associate's Degree in Nursing; AND two (2) years of experience providing diabetes education. 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. Must possess a valid driver's license and be insurable through the tribe's insurance carrier. Position is subject to a favorable criminal and motor vehicle background investigation.

Required Knowledge and Skills

Knowledge of:

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.

Skill in:

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: Visit our website at www.jemezpuueblo.org. Submit a completed tribal application to: Pueblo of Jemez, Attn: Human Resources Office, P.O. Box 100, Jemez Pueblo, New Mexico 87024, no later than 5:00 p.m. Indicate vacancy announcement number on the application. For further information or job inquiries contact the Human Resources Office at (575) 834-7359 or email address: HR@jemezpuueblo.org

*** It is the policy of the PUEBLO OF JEMEZ to give preference to qualified Jemez Pueblo tribal members. ***

October 25, 2016

Human Resources Department

P.O. Box 100 • Jemez Pueblo • New Mexico • 87024
(575) 834-7359 • Fax (575) 834-0604