



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-043
HEALTH & HUMAN SERVICES
ADVANCED DIABETES CLINICAL CASE MANAGER**

Position Title:	Advanced Diabetes Clinical Case Manager	Pay Level:	D.O.E.
Position Open Date:	6/14/2024-Until Filled	Classification:	Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Medical Director		

POSITION SUMMARY:

Responsible for providing diabetes patient education, monitoring of medications and disease statement, and medication management and case management 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 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:

Advanced Practice Pharmacist

- Completion of a Doctor of Pharmacy degree and completion of a Pharmacy Specialty Residency with > 50% of direct patient care activities in ambulatory care within the United States or, Receipt of Board Certification in Ambulatory Care Clinical Pharmacy or other recognized clinical pharmacy certification or other board certifications applicable to the major duties of the position such as Board Certification in Diabetes Care and Education.
- Current unrestricted license to practice pharmacy in a state, territory, commonwealth of the United States or the District of Colombia, and this licensure is maintained in good standing at all times.
- Maintain current Certification in Diabetes Education (CDE) or Certification in Diabetes Care and Education (CDCES).

Advanced Practice Practitioner

- Completion of advanced practice clinical program to include didactic training and specialty residency program with > 50% of direct patient care activities in ambulatory care within the United States, or Receipt of Board Certifications in Equivalent.
- Current unrestricted license to practice medicine as a Certified Nurse Practitioner, Certified Physician Assistant in a state, territory, commonwealth of the United States or the District of Columbia, and this licensure is maintained in good standing at all times.
- Maintain current Certification in Diabetes Education (CDE) or Certification in Diabetes Care and Education (CDCES).

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License

Background Investigation

Basic Life Support (BLS) certification; or must obtain within 30 calendar days of hire.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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 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 exposure to bodily fluids and other biohazards.

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 all medical disciplines.
- Develops, implements, and evaluates individual patients care plans in coordination with physician orders within the scope of their licensure, training, and/or Collaborative Practice Agreement. This will include medication management for Advanced Practice Providers.
- 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, 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 outcomes.
- 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's needs.
- Performs or assists medical staff in performing medical assessments on patients to include taking medical history, performing examinations, assessing disease states and medication management to within the scope of their licensure, training, and/or Collaborative Practice Agreement. This will include medication management for Advanced Practice Providers.
- Administers medications and other treatments as required; draws blood for laboratory tests and performs other standard diagnostic procedures; Performs limited physical examinations as outlined by their Collaborative Practice Agreement if applicable and performs related professional patient care duties.
- Responds to medical emergencies; assess the situation, provides immediate assistance and/or calls for medical staff assistance.
- Prepares and maintains medical records and files, includes 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 for reporting to the Quality Improvement Committee, Pharmacy and Therapeutic Committee, Executive Team, Healthcare providers, or the Health Board.
- Assists in the training of staff as required.
- Collaborates with Public Health to provide patient education and assessments upon request, including presentations at public events.
- May be asked to cross cover clinical duties or pharmacist duties, within the scope of licensure on an emergency basis.
- 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:

Knowledge of:

- Theory, principles, practices, and methods of providing diabetes evaluation, education, treatment, and management.
- Theory, principles, practices, and methods of providing care and services at the level of an Advanced Practice Practitioner.
- 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.
- 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024