

Sample First Nation Diabetes Coordinator

POSITION: DIABETES COORDINATOR

REPORTS TO: Director of Health

DIRECT REPORTS: None

OVERALL RESPONSIBILITY: Oversee the day to day operations by planning, implementing and evaluating the nutritional care component of the Diabetes Program. This program seeks to improve the quality of life for people whose lives are affected by diabetes.

KEY FUNCTIONS

1. Develop, implement and evaluate nutritional care plans for community members with diabetes
2. Provide nutritional assessment and counseling to clients and provide instruction in the use of modified diets
3. Develop Menu Planning and ensure National standards are met and maintained
4. Promote health and disease prevention by creating awareness of the risk factors through the development of a program for early detection, prevention and education of diabetes
5. Establish and maintain working relationships with the Community Health Nurse, Community Health Representative, Community Nutritionist, Brighter Futures Coordinator, and other community resources with nutrition consultations, and assist with the coordination of health education activities
6. Maintain a library of accurate and appropriate education materials as an adjunct to counseling and education
7. Make appropriate referrals to other health care providers or services; or receive referrals from physicians and hospitals. Develop a care plan and discharge planning for each new referral
8. Maintain a record, a diabetes registry and a reporting system for program documentation
9. Develop and evaluate educational resources, presentations, workshops, etc.
10. Provide monthly reports to Medical Services, Health Canada, and the Health Director and Chief and Council

QUALIFICATIONS

- Bachelor's degree in food/nutrition or dietetics preferred, or a Community Health Development Diploma or Equivalent
- CPR and First Aid
- Experience in community program planning and community needs assessments
- Leadership – must promote a healthy lifestyle by leading by example
- Must have initiative and be able to work independently and with various groups
- Knowledge and understanding of First Nation culture, community and socio-economic issues
- Excellent interpersonal skills (openness and empathy for the patients)

TERMS OF EMPLOYMENT

- Full-time permanent position
- Valid driver's license and must possess own vehicle and be willing to travel
- Must be willing to submit to an oath of confidentiality

- Must engage in ongoing continuing education
- Willingness and ability to work after regular hours and/or on weekends when required