



Employee Job Description	
Position Title: Certified Diabetic Nurse Educator	
Position ID#	
Facility: St. Croix Tribal Health & Human Services	
Job Family: Health and Human Services	Comp Grade: Exempt
Status: Full Time Position	

St. Croix Chippewa Indians of Wisconsin Leadership will strive to uphold the mission, vision, and values of the organization. They will serve as role models for staff and act in a people centered, service excellence-focused and results oriented manner.

Description of Position:

This position reports to the Director of Nursing and is responsible for all aspects of the Diabetic Program including all related grants. This position conducts direct patient and indirect patient care including, education, health screening, health promotion and counseling services.

Duties and Responsibilities:

- Provides education related to diabetes and the disease process, including medications, diet/nutritional, foot care, blood glucose monitoring and the techniques of self-monitoring and injection.
- Writes, revises and implements policies and procedures consistent with department philosophy, goals and objectives.
- Develops and implements educational programs for staff, patients, and families.
- Advises patients as to long term complications and provides clinical resources and consultation to staff and physicians.
- Assists patients in monitoring blood glucose for the purpose of medication control and adjustment for both insulin and non-insulin dependent diabetics.
- Assesses, monitors and implements treatment plans for patients at various stages of diabetes.
- Minor responsibilities include: Attends and participates in appropriate medical and non-medical committees and meetings; coordinates community outreach education classes.
- Responsible for record-keeping, documentation, and reporting in compliance with the Diabetes Grant
- Work with leadership to identify areas of greatest community healthcare needs and funding priorities



- Other duties as assigned.
- Completes and monitors CEU's as required to maintain certification.

Position Qualifications:

1. Registered Nurse Licensed to Practice in Wisconsin
2. Competencies relating to diabetes nursing, dietetics and podiatry Excellent project management skills with experience managing and coordinating administrative projects across multiple team members
3. Excellent organizational skills with ability to prioritize work and resources, meet deadlines and produce quality results on time with attention to detail
4. Excellent verbal and written communication skills
5. Ability to determine informational needs, and to collect and analyze information
6. Skill in the use of personal computers and related software applications, including database management skills
7. Knowledge of federal, state and/or community funding sources and mechanisms including potential sources of health-related funding
8. Excellent interpersonal and presentation skills
9. Current Driver's license and good driving record.
10. Displays a patient, tactful, cheerful and enthusiastic disposition, as well as the willingness to handle difficult patients.
11. Ability to monitor patient confidentiality in accordance with the Federal Privacy Act and HIPAA.
12. Must pass Pre-employment drug testing.
13. Comes to work as scheduled and consistently demonstrates dependability and punctuality.
14. Work in other positions temporarily, when necessary.
15. Engage in appropriate actions during emergency conditions (e.g. severe weather, evacuation, post-disaster etc.).
16. Attends and participates in continuing education programs as assigned.
17. Attends staff meetings, interdisciplinary team meetings, in-services and committee meetings as assigned.

*The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her



supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Native American Preference Given in Accordance with P.L. 93-638 and Amendments

EEPID	Employee Printed Name	Employee Signature	Date
-------	-----------------------	--------------------	------

Supervisor Printed Name	Supervisor Signature	Date
-------------------------	----------------------	------

Job descriptions are to be reviewed and updated annually by Position Supervisor.

Job duties are to be reviewed with employee as part of the annual evaluation and as position duties and responsibilities change.

All signatures are required