

GPRA Coordinator/Diabetic Educator

Reports To: Director of Community Outreach, Safety and Infection Control, Public Health Nursing

Location: Happy Camp

Salary: \$22,500 to \$27,500, depending on experience

Summary: The GPRA Coordinator/Diabetic Educators shall work in the Happy Camp Clinic under the direction of the Director of Community Outreach with the primary responsibility for coordinating and improving the Karuk Tribal Health Program (KTHP) GPRA Indicators throughout all Tribal Clinics.

1) What are your typical job responsibilities?

Keeping patient spreadsheets up to date which cover exams, education, tests, etc. that they have had or may need. Running forecast sheets for each patient visit. Pulling a variety of audit reports and submitting them quarterly. Patient contact by phone and by mail. Temporarily writing and monitoring the diabetic grant.

2) How do you *really* spend your day?

See above.

3) How do you organize your day to ensure you get everything done?

Read e-mails and listen to phone messages. Take notes. Prioritize a list of things to do.

4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?

4 year degree and knowledge of diabetes side effects.

5) Uppers; what is the thing that you love most about your job?

Knowing that I can make a difference.

6) Downers; what is the thing that you love least about your job?

Unwilling, uncooperative co-workers.

7) What inspires, excites, and/or motivates you in your job?

Self satisfaction of completing a job correctly and on time.

8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?

I work part time (24 to ? hours a week), 1 to 2 meetings a week., travelled 4 times in the past year.

9) How do you relieve stress?

Breathe deeply, change activity, pray.

10) Does your job include a lot of traveling? Do you enjoy it?

I would say 4 times in one year is a moderate amount of traveling. I enjoy when the travel reason is appropriate to my job.

11) What advice would you give to someone interested in this line of work?

You need to be self-motivated, able to work alone or cooperatively with many different types of people, you need to be computer proficient, you need to be able to meet due dates, etc.

12) What does a *typical day in your world* look like?

Read e-mail, take phone messages, prioritize, keep on task, start RPMS and check spreadsheets, write letters, make phone calls, question/converse with data entry personnel or providers or medical staff or administration, answer phone calls, solve problems, write reports, research answers, etc.