

POSITION DESCRIPTION

Title: 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.

Classification: Part Time (30 hours per week), Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Proficiently works with the Executive Director of Health and Human Services and Public Health Nurse to develop an overall KTHP GPRA Improvement Plan.
2. Effectively works with Indian Health Service GPRA Coordinators, both at a National and Area Level, to ascertain which GPRA indicators are being required and ensure that KTHP GPRA data is accurately forwarded to them.
3. Cooperatively works with Medical Director, Dental Director, Social Services Program, Health Care Providers, IT Department, RPMS Site Manager, Electronic Health Record implementation team, Community Health Representatives, and other necessary health staff to coordinate and implement the GPRA Improvement Plan.
4. Competently uses RPMS to retrieve lists of patients requiring needed GPRA interventions.
5. Professionally interfaces directly with patients to ensure they receive the GPRA required services, or document refusal of services. This can include performing or coordinating home visits as appropriate by employee and/or other health staff assigned to help with the effort.
6. Works cooperatively with IT and Clinic Staff to improve data collection for GPRA and Diabetic Audits.
7. Appropriately helps KTHP staff to ensure that GPRA data is accessible electronically, and accurately, to the Indian Health Service for GPRA audit purposes.

8. Exhibits skills necessary to coordinate necessary training for KTHP staff as needed for implementation of the GPRA Improvement Plan.
9. Effectively coordinates and conducts group health education for diabetes, and other chronic health problems of significance in KTHP communities.
10. Routine duties shall include providing nursing and outreach services, and other health care-related services in homes, schools, clinics, job sites, and other community locations within the Karuk Tribe's Service Area.
11. Is capably available for local and out of the area travel as required for job related training and maintains CEU's for license renewal. Is cooperative in attending all required meetings and functions as requested.
12. Is courteous in accepting other job duties as assigned.

Qualifications:

1. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
2. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
3. Displays the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Demonstrates the ability to understand and follow oral and written instructions.
5. The ideal candidate will be excited about improving the health of underserved communities, and be energetic and self-motivated in achieving agreed upon goals.
6. Willingness to take responsibility along with other half time employee in this position to provide services as outlined in the position description and displays flexibility and creativity in this process.
7. Ability to work effectively, cooperatively, and efficiently in a job share environment. Must be committed to the success of the total job and share equal responsibility for meeting program goals, regardless of individual contributions.

Requirements:

1. Must have **EITHER** a) graduated from an accredited School of Nursing with possession of a current State of California License from the California Board of Registered Nursing, **OR** b) Bachelor's degree in health/human services field with experience in Diabetes Management, **OR** c) Bachelor's degree with experience in Diabetes Management and/or health related field
2. Must have or obtain current CPR card including adult, child and infant CPR.
3. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.

4. Must adhere to confidentiality and HIPAA policies.
5. Must provide documentation of immunity to measles and rubella or become vaccinated with the recommended vaccine and Hepatitis B vaccine and test annually for TB.
6. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: May 2006, Revised December 5, 2007

Chairman's Signature: _____

Employee's Signature: _____