POSITION DESCRIPTION

POSITION:	Community Health Educator, RN	
DEPARTMENT:	Bay Mills Health Center	GRADE: DOE
REPORTS TO:	Community Health Supervisor	STATUS: Non-Exempt
APPROVED BY: _		DATE:

POSITION SUMMARY:

This position will provide a broad range of strategically planned patient education and infection control measures in both the clinical and community setting. He/she will provide preventive health care and patient education as referred by all medical center clinicians for patient risk factor reduction relative to the health center efforts to provide enhanced preventive health care.

ESSENTIAL FUNCTIONS:

- 1. This position helps to coordinate a strategically planned patient education program for the Bay Mills Health Center, working in partnership with all the clinical staff providing education.
- 2. Assist with the enhancement efforts of current community health or primary care/preventive health care initiatives such as smoking cessation program, weight management education, cardiovascular disease risk reduction, cancer prevention, diabetes, hypertension, and others as defined by need.
- 3. Participate in the diabetes program as a team member, assisting the team to assure that patients are seen and monitored on a regular basis regarding follow up with foot care, eye care, blood glucose monitoring, and nutrition education.
- 4. Provide patient risk reduction counseling in identified areas of need as referred by clinical providers and documents education and counseling efforts in clinical records.
- 5. Coordinate, schedule, and conduct health screenings for target population; plan and implement regularly scheduled community health/patient education initiatives (may include an annual health fair and seasonal influenza vaccination clinics).
- 6. Collaborate with other Bay Mills Health Center staff and community groups to assist with health risk reduction, including efforts surrounding tobacco product prevention and cessation.
- 7. Provide case management services to provide continuity of care of individuals receiving care from tribal clinic programs, hospitals, and other providers.
- 8. Maintain service activity records and reports for all of the infection control, patient education, and public health interventions.
- 9. This position will serve as the Infection Control Coordinator and lead the health center's infection control committee; completing job duties related to infection control.
- 10. Completes on-going monitoring of healthcare-associated infections.

- 11. Identifies infection prevention problems and makes recommendations for corrective action and monitors employee compliance of infection control practices within the Health Center.
- 12. Prepares the agenda for the Infection Prevention Committee and leads meetings.
- 13. Initiates, reviews, and revises infection prevention policies and procedures.
- 14. Conducts outbreak investigation and initiates control measures and reports communicable diseases to the state as required by law.
- 15. Provides educational offerings for orientation and on-going in-services and serves as a resource for all departments and personnel.
- 16. Collaborates with medical providers to provide direct care services to patients.
- 17. Initiates follow-up on employee/patient exposures to communicable diseases.
- 18. Participates in short and long range planning for infection prevention.
- 19. Works closely with emergency preparedness and quality improvement department.
- 20. Works in conjunction with other health center team members on grant initiatives within the scope of the community health department.
- 21. Must attend all applicable health center committee meetings.
- 22. Other duties may be assigned within the scope and complexity of this position's essential functions.
- 23. Must attend all mandatory trainings designated through the Human Resources Department and/or Department Director.

PHYSICAL REQUIREMENTS:

Work involves extended periods of bending, sitting and walking. Also involved is regular and recurring exposure to potential hazards and infectious diseases. May be required to lift up to 20 lbs unassisted. Travel will also be required.

POSITION REQUIRMENTS:

- 1. Bachelor of Science in Nursing with a community health background, preferred. Will consider Associate Degree in Nursing-RN with 5 years relevant working experience.
- 2. Must have two to three years experience working with planned patient education programming and community health education process.
- 3. Active registered nursing license in the State of Michigan in good standing.
- 4. Completion of basic training program for infection control preferred.
- 5. Two years' experience in planning and delivering clinical patient education, and community health education, as well as policy and procedure development and revision preferred.
- 6. Experience in diabetes education preferred.
- 7. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
- 8. Excellent communication skills required.
- 9. Must have an excellent past work record and attendance record
- 10. Must have valid driver's license and be willing to travel for work.
- 11. Must successfully pass all necessary background checks.
- 12. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.