Position Description

Position Title | Diabetes Educator
---|---
Location | Dubbo NSW
Reports to | Primary Health Portfolio Manager
Hours | As per employment contract
Conditions of Employment: | • Western NSW Medicare Local Enterprise Agreement 2013
• Marathon Health Policies and Procedures
• Police Check
• Working with Children Check
• Position Description
• Letter of Offer

Incumbent

Contract Period: | As per employment contract

Purpose of the Role
Provide a primary health care focused, diabetes education service to identified population groups that includes; assessment, planning, early detection, referral, monitoring and maintenance and direct care to individuals, families and communities.

Key Relationships
The Diabetes Educator reports to the Primary Health Portfolio Manager, is a key member of the Primary Health Team and has interactions with other staff members of Marathon Health. The position requires the incumbent to work in partnership with health stakeholders to ensure a collaborative and equitable delivery of primary health services.

Position Responsibilities
The Diabetes Educator is responsible for:

- Deliver evidence based diabetes prevention and self-management education and advice to identified population groups within a professional scope of practice as required by the Australian Diabetes Education Association (ADEA).
- Provide targeted diabetes education services, including individual and group consultations on an outreach basis.
- Undertake service delivery as an integrated approach to diabetes management.
- Optimise patient management by the use of GP management plans, diabetes cycles of care, and Team Care Arrangements.
- Liaise professionally and regularly with GPs and specialists as a standard and necessary requirement for effective integrated management.
- Engage with allocated communities, including regular consultation with key community stakeholders to increase access to the target populations, including Aboriginal and Torres Strait Islander people.
• Deliver services in alignment with funding guidelines and program eligibility criteria.
• Complete administrative tasks including data collection and clinic coordination on a daily basis.
• Manage appointment schedules, programs and client schedules.
• Meet all calendar appointments and associated obligations, and implement contingency plans for when obligations cannot be met.
• Ensure confidentiality of each client is maintained in accordance with professional guidelines and program requirements.
• Maintain accurate and confidential program records of client interventions in line with organisation policies and software requirements.
• Contribute to and maintain the standards set out in the Clinical Governance Program.
• Maintain professional registration and supervision requirements as is determined by your professional industry.
• Monitor changing demands of the service and liaise with the Allied Health Manager.
• Meet regularly with the Primary Health Portfolio Manager and actively contribute to the Primary Health Team.
• Utilise clinical skills and competencies from background clinical training (ie Registered Nursing) to value add to the services provided by the Primary Health Services Team.
• Delivering of preventative health activities as required.

*If not yet Credentialed, the Diabetes Educator is required to undertake the appropriate requirements to obtain Credentialed status.*

**Other Duties**
• Demonstrate and uphold our values at all times.
• Comply with the Work Health and Safety policies and procedures at all times.
• Undertake continuing professional development as required to ensure job skills remain current.
• Attend/participate in out-of-hours meetings and functions as required.
• Participate in staff activities and processes.
• Identify and participate in continuous quality improvement opportunities.
• Actively participate in annual performance planning and review activities.
• Maintain a working knowledge of all equipment used in the office.
• Other duties as directed from time to time.

**Our Values**
Staff are expected to demonstrate our ICARE values:
• Integrity & Trust
• Collaboration & Innovation
• Achievement & Excellence
• Respect & Empowerment
• Empathy & Understanding

**Special Job Requirements**
1. Screening including criminal history, working with children check, qualifications, and professional registration may be undertaken prior to commencing employment.
2. Eligibility to work in Australia.
3. Valid Driver License.
Note:

This position description is not a duty statement; it is only intended to provide an outline of the key responsibilities of the position. Employees are expected to carry out any duties, within the scope of their ability, that are necessary to fulfill the position objectives.

It is expected that this position description will change over time due to the nature of Marathon Health activities. A flexible attitude to change is expected of staff. Any proposed changes will be discussed with you.

I, the undersigned, agree to be employed under the terms and conditions as detailed in this position description.

Signed __________________________________________ Date ________________

Selection Criteria

Essential

- Qualification in primary health care (e.g., medicine, nursing, pharmacy) with a current registration or practicing certificate.
- Hold a Credentialed Diabetes Educator (CDE) certification, or be willing to undertake the relevant criteria for award within the first 12 months of employment.
- Experience handling a clinical case load.
- Excellent interpersonal and communication skills, including the ability to adapt services to meet varying cultural needs.
- Ability to work in a team, as well as independently.
- Sound computer skills, particularly with MS Office Suite.