

JOB VACANCY ANNOUNCEMENT

Opening Date:	April 23, 2019	Closing Date:	Until Filled
Position:	<u>Diabetic Educator</u>	Reports to:	Primary Care Nurse Manager
Salary/Wage:	Grade E18; \$89,397.92 – \$98,702.53/HR DOE	Department:	Nursing
Hours:	Monday – Friday; 8:30am – 5:00pm	Location:	ASNA

Brief Summary:

Develop and implement prevention strategies as well as provide education to diabetic clients and their families. Assist in the management of the diabetes prevention fund grants. Supervise diabetes education activities in Barrow and outlying villages. On call for diabetes patients on an as needed basis.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential job duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification/Licensure:

- Bachelor of Science in Nursing, Masters preferred.
- Certified Diabetes Educator required within nine months of hire.
- Current license as a registered nurse or registered dietician in the state of Alaska.
- Three (3) years of recent relevant experience.

Knowledge/Skills/Abilities

- Knowledge of diabetes in order to provide diabetes counseling to individuals and families.
- Knowledge of diabetes including strong clinical skills to collaborate in an effective manner with health team, community organizations and families.
- Ability to establish and maintain good working relationship with co-workers, service providers, and patients with diverse opinions, values and religious and cultural ideals.
- Ability to assist in writing grant applications, work with statistics and make reports to outside federal or state agencies.
- Ability to work autonomously and be accountable.
- Good oral and written communication skills, mathematical skills, organizational and problem solving skills.
- Accurately complete tasks in a timely manner.
- Respond promptly to customer's needs.
- Calmly manage difficult or emotional situations.
- Identify and resolve problems in a timely manner.
- Maintain confidentiality.
- Manage competing demands; able to deal with frequent change, delays or unexpected events.
- Support ASNA's mission and goals; follow all policies and procedures.
- Good oral & written communication skills.
- Ability to deal professionally, courteously, and efficiently with the public and to remain calm under stress.
- Knowledge of all confidentiality requirements regarding patients and strict maintenance of proper confidentiality on all such information.
- Ability to work effectively in a cross-cultural environment.
- Knowledge of Microsoft Word, Microsoft Excel, Access, E-mail, and Internet.

Contact: Human Resources Department, Arctic Slope Native Association, Ltd.

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This vacancy announcement has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the job.

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