

Detailed Job Description

Job title: Certified Diabetic Educator
Department: Care Management
Hours: Full-time 40 hours per week
Performance Review period: Annual

Purpose of the position

The Certified Diabetic Educator (CDC) will develop a diabetic education program for the provider organization and provide support for physicians and their patients to improve clinical outcomes. This person must be able to:

Responsibilities & duties

- Provide Diabetes management, education, and counselling to clients referred by physicians.
- Provide outpatient and community based education and counselling to patients and families, individual or group, in accordance with established treatment/educational plans.
- Develop and deliver diabetes educational programs and appropriate teaching tools for various ethnic and cultural groups to support understanding of Diabetes Management.
- Provide instruction to clients in the management of Diabetes.
- Coordinate, implement, and evaluate diabetes education using national Standards and guidelines.
- Create project plans for clinical initiatives identified by health plans.
- Prepare diabetic related presentations and present them to various audiences.
- Perform other duties as assigned by Vice President.

Qualifications

- Certification as a Diabetes Educator.
- RN Licensure required.
- Must have at least 2 years previous diabetes education experience.
- Proven experience interacting with physician practices.
- Knowledge of medical terminology.
- Ability to work independently.
- Excellent written and verbal communication.

Performance Skills

- Knowledge of Microsoft Office Products (Word, Excel, PowerPoint).
- Ability to work independently.
- Excellent interpersonal communication skills.

- Ability to interact effectively with all levels of the organization and key external audiences.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.