

POSITION DESCRIPTION

Position Title	Diabetes Educator
Directorate	Clinical Care
Department	Clinical Services
Unit	Diabetes Education
Reports To	Senior Manager Clinical Services
Agreement	Dependent on health discipline

Position Objective

- To provide high level, quality assessment, management and intervention in diabetes care.
- Work within the social model of health framework and with the broader team to address identified problems with clients.

Key Responsibilities

1. Planning, Job Knowledge and Skills

- Work in partnership with clients and their families/ carers, to provide health education, therapeutic management and support services as required for diabetes prevention and/or management, within a chronic condition self management framework.
- Facilitate the development of client/carers skills in the use of diabetes health care products and monitoring equipment.
- Develop, implement and evaluate multi disciplinary education and self management programs for people with diabetes in accordance with organisational priorities and expectations.
- Initiate and participate in program and service planning and review activities as appropriate.
- Commitment to ongoing professional development and evidence based practice
- Participate in student supervision as required.
- Work at all times in accordance with Service philosophy, policies and procedures towards the achievement of organisational, program and service aims and objectives.
- Coordinate diabetic clinic as required.

2. Communication and Documentation

- Maintain comprehensive (including assessment, intervention and care plans) and up to date client records and ensure their safe custody and confidentiality at all times.

- Prepare and maintain appropriate statistical data, reports and analyses for activities and services for which responsible and make recommendations as appropriate.
- Provide advice in respect of areas of responsibility and professional expertise as circumstances require and as requested.

3. Teamwork, Working Relationships and Interpersonal Skills

- Ensure the maintenance of good communication and working partnership with any external diabetic programs.
- To use effective interpersonal skills to enhance collaboration both internally and externally.
- Undertake all duties and responsibilities in liaison with other members of the Service and outside organisations to ensure coordinated case management, delivery of services and programs, and work practice.
- In collaboration with Manager and Team Members, critically monitor and review the efficiency, effectiveness and appropriateness of service activities for which responsible.
- To approach conflict in a respectful, open and reflective manner and to regard it as a learning opportunity.
- To attend and actively participate in campus, program and discipline meetings and activities.

4. Continuous Quality Improvement

- To identify, develop, implement and evaluate quality improvement activities.
- To participate in the development of policies and procedures for areas for which responsible and participate in the development of organisational policies and procedures as required.
- To participate in occupational health and safety training and risk management activities as relevant to the role and as required.
- To participate in and coordinate as delegated, professional development and training activities.

Key Selection Criteria

- Post Graduate qualification in Diabetes Education from a recognised University.
- Registration with the Australian Health Practitioners Registration Agency (AHPRA)

- Credentialed Diabetes Educator or working towards status of Credentialed through the ADEA credentialing program.
- Minimum of 2 years experience, preferably in community health or a community based setting.
- Demonstrated capacity to work as a member of a multidisciplinary team in the delivery of services to the community.
- Demonstrated ability to work autonomously.
- Excellent communication, negotiation, organisational and time management skills.
- Able to liaise across the full spectrum of health and welfare services.
- Current Victorian Driver's Licence
- Ability to manage insulin stabilisations. (Desirable)

Other Information

- This role is subject to a satisfactory National Police History check.

Occupational Health and Safety

- Ensure that IPC Health's Occupational Health and Safety Policy and Procedures are continually observed and complied with.
- All employees have a duty to take reasonable care for the health and safety of themselves and others affected by their actions at work, and to comply with IPC Health's OHS Frameworks.
- Regularly inspect own immediate work environment and report any incidents, hazards or near misses that can cause harm or that represent a threat to public safety to the relevant Manager or Supervisor.
- Actively participate in hazard elimination where practical.

Organisational Values

IPC Health is committed to an organisational philosophy where respect, responsiveness, fairness, creativity, quality and connectedness are core values.

IPC Health is proud to be an Equal Employment Opportunity (EEO) employer. We are committed to the safety of both our clients and staff and engaging in a diverse workforce. IPC Health encourages individuals of diverse backgrounds, including but not limited to, those from the Aboriginal and

Torres Strait Islander, Culturally and Linguistically Diverse and the LGBTI community to join our workforce.

IPC Health is committed to the safety and wellbeing of all children and young people accessing our services and the welfare of the children in our care will always be given a high priority. IPC Health is committed to providing a safe environment where all children and young people feel safe and valued.

Physical Inherent Requirements

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| Office Duties: | <ul style="list-style-type: none">• Sitting at a workstation using a computer or sitting for up to two hours at a time with breaks.• General office based work such as handling files, various paperwork, attending to phone calls and stakeholder enquiries. |
| Driving: | <ul style="list-style-type: none">• Required to drive private or IPC Health owned vehicles. |
| Work Environment: | <ul style="list-style-type: none">• May be required to work from different sites, including home visiting and offsite facilities.• Exposure to varied weather conditions. |
| Carrying and Lifting: | <ul style="list-style-type: none">• Infrequent lifting and carrying of items up to 5kgs. |
| Standing and Walking: | <ul style="list-style-type: none">• Standing and walking for periods up to an hour at a time with breaks. |
| Bending and Reaching: | <ul style="list-style-type: none">• Required to occasionally bend and reach. |

People and Culture Use Only

Position Number(s)	TBC
Last Reviewed	26 October 2021