POSITION: Patient Health Educator/Infection Control Coordinator, RN

DEPARTMENT: Bay Mills Health Center

GRADE: DOE

REPORTS TO: Community Health Case Manager/Supervisor

STATUS: Non-Exempt

POSITION SUMMARY:
This position will provide a broad range of strategically planned patient education in both the clinical and community setting. He/she will also 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. Assures that all education delivered is recorded in the clinical record.
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 diabetes coordinator 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. Plan and implement regularly scheduled community health/patient education initiatives (may include an annual health fair and other chronic disease symposiums).
6. Collaborate with other Bay Mills Health Center staff and community groups to assist with health risk reduction.
7. Coordinate, schedule, conduct health screenings for target population.
8. Facilitate, organize and present patient health education sessions at health care facilities, other tribal and township sites, etc.
9. Provide case management services to provide continuity of care of individuals receiving care from tribal clinic programs, hospitals, and other providers.
10. Maintain service activity records and reports.
11. This position is the lead in the infection control committee and will complete job duties related to infection control.

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13. Identifies infection prevention problems and makes recommendations for corrective action and monitors employee compliance of infection prevention practices within the Health Center.
14. Prepares the agenda for the Infection Prevention Committee and leads meetings.
15. Initiates, reviews, and revises infection prevention policies and procedures.
16. Conducts outbreak investigation and initiates control measures and reports communicable diseases to the state as required by law.
17. Provides educational offerings for orientation and on-going in-services and serves as a resource for all departments and personnel.
18. Consults with department heads and physicians as needed to improve care.
19. Initiates follow-up on employee/patient exposures to communicable diseases.
20. Participates in short and long range planning for the infection prevention department.
21. Works closely with emergency preparedness and quality improvement department.
22. Must attend all applicable health center committee meetings.
23. Other duties may be assigned within the scope and complexity of this position’s essential functions.
24. 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 REQUIREMENTS:**
1. Bachelor’s of Science in Nursing with a community health background, preferred. Will consider associate 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.
4. Completion of basic training program for infection control.
5. Experience in planning and delivering clinical patient education, and community health education, as well as policy and procedure development and revision.
6. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
7. Must present a well-groomed, professional appearance and speak, understand and write in the English language.
8. Excellent communication skills required.
9. Must have an excellent past work record.
10. Must successfully pass all necessary background checks.
11. 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.

Revised 2/10/22
PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: March 4, 2022 at 4:30pm

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Patient Health Educator-Infection Control Coord-RN

*Applications can be found at www.baymills.org under “employment opportunities”