



Job Code: 6492

Grade: 23

HCWR: N

Job Title

Network Diabetes Program Manager

Department

Network Diabetes Program Ambulatory and
Community Health Network

This position is exempt from Career Service under the CCH Personnel Rules.

Job Summary

Under the direction of the Division Chair, the Network Diabetes Program Manager plans and directs the operational, financial and personnel activities of the Network Diabetes Program. Duties include but are not limited to patient assessment, patient and clinical staff training, development of educational materials and department budget preparation assistance. Supervises staff of certified diabetes educators including nurses and dietitians.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- Supervises staff of certified diabetes educators including nurses, and dietitians.
- Clinically assesses patients with diabetes including diet impact; identifies care plans taking into consideration age specific needs of patients.
- Assists in the development of the fiscal budget. Coordinates the planning of all County-wide Network Diabetes Program activities.
- Plans and develops nutrition education materials for patients.
- Trains and supervises staff including nurse, pharmacist, and other health promoters regarding nutrition management of patients.
- Provides in-service training and orientation and participates in activities in conjunction with the ADA recognition programs
- Adheres to American Diabetes Associate (ADA) standards of care in daily disposition of diabetes care, diabetes self-management and food and nutrition.
- Travels to CCH work sites throughout Cook County in the course of duties.
- Actively participates in the American Diabetes Association (ADA) programs.
- Performs other duties as assigned.

Minimum Qualifications

- Bachelor's Degree from an accredited College or University in Food and Nutrition, Public Health or related field from an accredited college or university
- Two (2) years of management/organizational experience in a health care setting
- Must be a Certified Diabetes Educator (CDE)
- Must be a Registered Dietitian (LDN) in the State of Illinois
- Must be a Registered Dietician by the Commission on Dietetic Registration
- Must be able to travel to CCH work sites

Preferred Qualifications

- Master's degree in Food and Nutrition, Public Health or Business from an accredited college or university

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge of diabetes care, diabetes self-management and food and nutrition



Knowledge, Skills, Abilities and Other Characteristics

- Ability to teach and conduct in-service trainings
- Ability to assess impact of diet on diabetic patients
- Ability to prepare education plans for diabetics
- Skill in applying current ADA standards in patient management
- Skilled in delivering information to patients and clinical staff
- Ability to plan and develop nutritional education materials for patients
- Ability to travel to work sites throughout the CCH

Physical and Environmental Demands

This position is functioning within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

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 intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, “Typical Duties” are essential job functions.