



POSITION AVAILABLE

Position: Diabetes Self- Management Education Project Manager
Department: Chronic Disease/Healthy Living
Office: Health Promotion

Posting Date: August 6, 2021
Hours: Full-time, M - F 8 am - 4:30 pm
Starting Salary: C42 \$27.80 - \$31.00/hour
\$57,824.00 - \$64,480/Annual
**salary commensurate with experience*

Minimum Qualifications:

- Bachelor's degree in Nutrition and valid certification as a Registered Dietitian
- Current License Certificate from the Ohio Board of Dietetics with five years related experience
- Current Valid Ohio driver's license and access to a motor vehicle
- Registered Dietitian must accrue 75 ADA approved hours of Continuing Education credits during each five-year registration period.
- Must be willing to become a Certified Diabetes Care Education Specialist-within one year of employment

Preferred Qualifications:

- Applicant must possess one or more of the following Licenses/Certifications; Master Certified Health Education Specialist, (MCHES) Registered Nurse, (RN) Certified Diabetes Educator (CDE) or Certified Diabetes Care Education Specialist (CDCES)

Responsibilities include but not limited to:

- Leads activities of assigned staff including:
 - Determines staff's goals and objectives and monitoring/approving leaves; Conducts performance evaluations
 - Provides guidance and assistance to staff in developing health promotion strategies with a focus on nutrition and diabetes management; Conducts or assists with interviewing applicants and recommends candidates for hire.
- Directs the development of community based nutritional programs with a focus on diabetes; Identifies and assesses the needs of program and make recommendations; Oversees the development of measurable outcomes and provides assistance; Evaluates the diabetes and health education program on a continuing basis.
- Conducts diabetes and self-Management training and education; Plans, develops and implements individual and group diabetes education.; Provides nutritional counseling for weight control and disease management.; Monitors and evaluates short and long term patient responses to intervention in collaboration with providers and provide necessary follow-up; Perform assessments and data collection; Establish outcome criteria; Obtains, reviews and analyzes information in collaboration with participations/clients and health care professionals; Performs audits and reviews charts for accuracy of documentation
- Serves as program liaison and collaborates with community service agencies to locate services to refer clients; Develops local partnerships to broaden the response to healthy outcomes and health inequities
- Attends outreach activities and Health Education programs to promote the program; Continually evaluating and assessing the needs of the Diabetes and Health Education program and making recommendations
- Oversees and assists with the development of measurable outcomes and establishes outcome criteria; Reviews periodic program reporting and ensure program compliance with grant guidelines and requirements
- Prepares grant applications, and monitors program budget and expenses; Determines availability of special funding and reviews/approves documents
- May be required to play an active role in the event of a public health emergency, which may include changes in responsibilities and working hours

PHDMC provides a quality, affordable and competitive benefits package to employees, including the following:

- Health, Dental, Vision Insurance
- Vacation, sick and personal leave, Paid holidays
- Membership with Ohio Public Employees Retirement Systems (OPERS)
- Eligibility to contribute to a Deferred Compensation Program

How to apply: Complete the application found on our website: www.phdmc.org/about/employment-postings

Fax, email, or deliver the completed application and resume to Human Resources at:

Public Health – Dayton & Montgomery County
117 South Main Street, 2nd Floor
Dayton, Ohio 45422

Fax (937) 496-3070
humanresources@phdmc.org

Closing Date to Apply: August 14, 2021 or until position is filled

Position is subject to a criminal background check

Applicants who declare use of nicotine/tobacco in any form including replacement therapy products and prescription medications used to treat smoking addictions on the PHDMC Application for Employment or addendum thereto, shall not be considered for employment.

PUBLIC HEALTH- DAYTON & MONTGOMERY COUNTY (PHDMC) IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY OR EXPRESSION, AGE, NATIONAL ORIGIN, DISABILITY, MILITARY STATUS, VETERAN STATUS, GENETIC TESTING, OR OTHER UNLAWFUL BIAS EXCEPT WHEN SUCH A FACTOR CONSTITUTES A BONA FIDE OCCUPATIONAL QUALIFICATION (BFOQ”).