

# Registered Dietitian/Certified Diabetes Educator

## Program Coordinators

Agency Name:	<b>Dept. of Public Health</b>
Official Title:	<b>Program Coordinators</b>
Functional Title:	<b>Registered Dietitian/Certified Diabetes Educator</b>
Occupational Group:	<b>Not Used</b>
Position Type:	<b>Contracted</b>
Full-Time or Part-Time:	<b>Full-Time and Part-Time</b>
Salary Range:	<b>\$35.00 to \$40.00 Hourly</b>
Bargaining Unit:	<b>N/A</b>
Shift:	<b>Day</b>
Confidential:	<b>No</b>
Number Of Vacancies:	<b>1</b>
City/Town:	<b>Boston</b>
Region:	<b>BOSTON</b>
Facility Location:	<b>250 Washington Street</b>
Application Deadline:	<b>11-30-2009</b>
Apply Online:	<b>No</b>
Posting ID:	<b>J19578</b>

*This position is funded from federal grant funds.*

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### Duties:

The Diabetes Prevention and Control Program (DPCP) is a population-based public health program responsible for designing, implementing, and evaluating public health prevention and control strategies to reduce disability and death related to diabetes and its complications. The program was established in 1990 and is funded primarily by the Centers for Disease Control and Prevention. The DPCP stresses three program areas - surveillance, health systems, and health communications - which focus on areas of need and address health inequalities.

The Registered Dietitian/Certified Diabetes Educator must be able to demonstrate an ability to develop and implement provider information and education activities related to clinical practice guidelines, including curriculum development, as well as collaborate with health systems, Department of Public Health programs, community organizations, and culturally and/or ethnically diverse populations.

The Registered Dietitian/Certified Diabetes Educator will report to the Director of the Diabetes Prevention and Control Program.

1. Uses clinical knowledge and expertise to develop and implement programs to prevent and control diabetes.
2. Facilitates, development, and implementation of clinical practice guidelines on diabetes prevention and management for adults, children, and/or women with gestational diabetes.

3. Develops and implements trainings for health care providers, teachers, school administrators, and other relevant staff on diabetes prevention and control.
4. Identifies and assesses existing curricula used by MDPH and contracted providers. Provides recommendations for adapting existing curricula to include diabetes education.
5. Assists other DPCP staff in developing effective educational sessions.
6. Manages and cultivates relationships with internal DPH and external statewide partners to implement policy and system changes to improve diabetes prevention and management in the Commonwealth. Collaborates with other chronic disease programs within the Division of Prevention and Wellness. Identifies opportunities to include diabetes education to external partners' educational activities.
7. Reviews of reports, communication materials, and publications by programs by programs and departments for accuracy related to diabetes-specific clinical information.
8. Follows up and tracks all education training requests.
9. Researches, identifies, and shares effective strategies to reach and educate the public about health issues in communities, work sites, schools, and healthcare settings.
10. Works with DPCP Director, Health Systems Specialist, Health Communications Specialist, Evaluator, and Data Analyst to develop an annual DPCP work plan related to diabetes.
11. Assists with developing and writing grant applications to CDC and other agencies, and completing required reports.
12. Participates in internal and external meetings, task forces, committees, and workgroups as required.
13. Other duties as requested.

**Qualifications:**

Please see Preferred Qualifications

**Preferred Qualifications:**

1. Current Certified Diabetes Educator certification.
2. Current Registration with the American Dietetic Association.
3. Bachelor's Degree in nutrition or related health and human services field. Master's Degree preferred.
4. Minimum five years experience in diabetes care or related field.
5. Experience with public health and health systems.
6. Experience in developing and implementing provider education.
7. Experience working with coalitions and partnerships.
8. Familiarity with medical terminology.
9. Experience in report writing and program monitoring and evaluation.
10. Must have a valid Massachusetts driver's license and access to a car.
11. Some travel required.
12. Ability to work independently.
13. Computer literate in Microsoft Office including Word, Excel, and PowerPoint.
14. Strong organizational skills.
15. Ability to effectively communicate both verbally and in writing.
16. Ability to work effectively with others and to motivate others.
17. Ability to prepare reports including charts, graphs and tables.
18. Ability to follow oral and written instructions, manage multiple tasks, prioritize work,

and meet planned completion dates.

19. Ability to use discretion in working with confidential data and sensitive information and to operate within applicable laws, regulations, and policies.

**EVALUATION CRITERIA:** Contract award will be based on the relevance and extent of the applicant's experience and/or training in meeting or exceeding the minimum qualifications. Contract performance will be evaluated at six-month intervals based on fulfillment of assigned duties and responsibilities.

**Comments:**

**SALARY/FEE:** \$35 to \$40 per hour depending upon experience and education for up to 37.5 hours per week.

**PERIOD OF SERVICE:** Immediately through 3/28/10 with renewal subject to appropriation.

A criminal background check will be completed on the recommended candidate as required by the regulations set forth by the Executive Office of Health and Human Services prior to the candidate being hired. For more information, please visit <http://www.mass.gov/hhs/cori> and click on "Information for Job Applicants."

- Benefits are Unavailable to Consultants.
- Contracts are renewable, subject to Department approval, performance and allocation of funds.
- Merit and C.O.L.A. increases may be included.
- All employees will be paid on a biweekly basis and must have direct deposit.

**How To Apply:**

Mail cover letter and resume to:

Sokmeakara Chiev  
Massachusetts Department of Public Health  
Diabetes Prevention and Control Program  
250 Washington Street, 4th Floor  
Boston, MA 02108

**Agency Web Address:**

<http://www.mass.gov/dph/>

**Diversity Officer:**

Mr. Dennis Johnson, (617) 348-8424

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.