

# *Immediate Job Opening*



**Job Title:** Diabetes Program Assistant

**Job Summary:** The primary responsibilities of this position are to assist in the implementation of the Diabetes Hands On Program. To provide support in the efforts to promote Diabetes Self-Management Education for individuals with diabetes. The Program Assistant will also coordinate the Diabetes Program Pantry.

## **Job Duties:**

- Provide administrative support to the Diabetes team.
- Prepares copies of educational materials for classes and pantry program.
- Coordinates and participates in activities such as recruitment of class attendees and the promotion of the Diabetes Self-Management Education Program.
- Serves as point of contact for program inquires and coordinates responses to request for information as needed.
- Contacts and schedules patients for class, pre and post appointments and sends reminders.
- Gathers and documents information about patients.
- Enters patients' data for class and follow ups.
- Performs capillary blood glucose testing and A1C testing for classes, follow up appointments, and pantry program.
- Shops, orders, and prepares meals for Diabetes Hands on classes.
- Coordinates food distribution for the Diabetes program food pantry.
- Tracks all expenses for program pantry.
- Maintains confidentiality, security, and integrity of patient data and information according to applicable privacy regulations.
- Assist with other duties as assigned.

## **Qualifications:**

- High school diploma or equivalent.
- Three years of experience working in a healthcare, community health setting or in a related field preferred.
- Fluency in English and Spanish.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Proficiency with Microsoft Office Suite (Word, Excel, Outlook).
- Excellent interpersonal and communication skills.
- Ability to maintain confidentiality and adhere to HIPAA guidelines.
- Familiarity with capillary blood glucose testing and A1C testing procedures.
- Ability to lift 20 to 30 pounds.

**Rate of Pay:** \$15.50/hr.

**Job Closing Date:** until filled

Please complete an application and submit to Martha Cabrera, Human Resources at 5442 Bear Lane, Corpus Christi, TX 78405.