

# Job Description



3550 SW Borland Rd.  
Tualatin, Oregon 97062

**Position Title:** Bilingual Diabetes Prevention Lifestyle Coach/Diabetes Program Coordinator

**Reports to:** Executive Director

**Compensation:** \$15-\$20/hour, Part-time, flexible

## Summary:

We are currently seeking an individual to coordinate our two Diabetes Programs: the Diabetes Prevention Program (DPP) and the Journey for Control Diabetes Management Program. In addition, the individual will teach the CDC-approved DPP curriculum to our Spanish-speaking patients. This program is designed to assist in making lifestyle changes for preventing or delaying type 2 diabetes, and provide support and guidance to participants and other instructors in both programs.

## Qualifications:

1. Be a Certified Diabetes Prevention Program (DPP) Lifestyle Coach OR be willing to take the required training to become certified (6-8 hours online training provided)
2. Be able to foster a culture that celebrates excellence, honors compassion, strives for service to others in a respectful manner, seeks constant growth and learns from mistakes.
3. Be committed to assisting patients in implementing lifestyle changes to prevent the onset of diabetes.
4. Be able to lead and work in a team environment with other lifestyle coaches and staff.
5. Be able to utilize basic computer skills for data collection and reporting.
6. Good physical health and ability to lift objects not exceeding 10-20 pounds.
7. Bilingual in Spanish and English

## Duties:

1. Recruits interested/qualified participants with the assistance of the Medical Director for the year-long DPP and the 4-week Journey for Control program.
2. Deliver the lifestyle change program and adhere to a CDC-approved curriculum with the required intensity and duration (per the Diabetes Prevention Recognition Program)

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Standards and Operating Procedure, i.e., DPRP Standards) to class participants in an effective, meaningful, and compelling way.

3. Prepare for each class by reviewing the lesson plan and class content, review data, make reminder calls or send text messages to participants, and review participants' food and activity trackers.
4. Record, enter, and submit session data elements for each participant into the clinic EHR.
5. When make-up sessions are needed or desired, follow up with participants outside of class to determine make-up session options (i.e., in-person, phone conference, etc.) Be available to cover classes for other coaches, if necessary.
6. Comply with all applicable laws and regulations, including those governing participant privacy and data security (e.g., HIPAA).
7. Complete required trainings, refresher or new skills trainings, and trainings offered by CDC.
8. Submit to CDC and receive all programmatic and data-related correspondence from CDC regarding the organization's recognition status. Be the CDC's point of contact.
9. Supervise daily operations related to the DPP and Journey for Control programs and provide guidance and support to other Lifestyle Coaches/Facilitators.
10. Disseminate information sent from CDC's DPRP to others in the organization pertaining to training, technical assistance, and an organization's performance and CDC recognition status.
11. Arranges for guest speakers for Diabetes Programs, when appropriate.
12. Perform other key functions such as publicity and marketing of the DPP and Journey for Control Program.
13. Recognize other Lifestyle Coaches/Facilitators as valuable members of the Borland Free Clinic Diabetes Program.

If interested, please email your cover letter, resume, and three (3) references including contact information to: [jobs@borlandclinic.org](mailto:jobs@borlandclinic.org)

<http://www.borlandclinic.org/>