

Diabetes Prevention Coordinator

Position Summary

Diabetes Prevention Coordinators oversee activities related to the National Diabetes Prevention Program lifestyle change program, provide support and guidance to Lifestyle Coaches, and ensure that the lifestyle change program is delivered as it was intended to be delivered. Diabetes Prevention Coordinators also serve as the primary contact person for information about the National Diabetes Prevention Program for the organization and communicate with public health, physician, healthcare, and payer communities. Diabetes Prevention Coordinators facilitate the implementation of the lifestyle change program, supervise daily operations related to offering the lifestyle change program, provide support and guidance to Lifestyle Coaches, and ensure delivery of a high quality program. Diabetes Prevention Coordinators should be trained as Lifestyle Coaches.

Qualifications

- Ability to manage people and tasks
- Ability to communicate effectively with various stakeholders, including individuals from public health, physician, healthcare, and payer communities
- Strong organizational skills
- Ability to act as a resource for Lifestyle Coaches
- Ability to supervise and evaluate Lifestyle Coaches' performance
- Ability to understand and oversee all aspects of participant safety-related issues
- A sense of commitment to the National Diabetes Prevention Program
- Competence using computers and the Internet

Key Responsibilities

- ✓ Serve as the primary contact for information about the National Diabetes Prevention Program lifestyle change program specific to the organization
- ✓ Establish relationships with public health, physician, healthcare, payer, and other referral networks to enhance awareness of and referrals to the program
- ✓ Serve as a liaison, ambassador, and advocate for the lifestyle change program with public health, physician, healthcare, and payer communities
- ✓ Hire and supervise Lifestyle Coaches for delivering the lifestyle change program for the organization
- ✓ Assist with recruiting, screening, and registering eligible participants for the lifestyle change program
- ✓ Organize Lifestyle Coach training(s) and maintain a master schedule of lifestyle change program classes offered by the organization
- ✓ Assist Lifestyle Coaches with launching each new lifestyle change group
- ✓ Monitor the quality of support that Lifestyle Coaches provide to participants
- ✓ Hold Lifestyle Coaches accountable for collecting data, and ensure that data are properly submitted to CDC
- ✓ Assist in evaluating each lifestyle change program group at the completion of the program
- ✓ Support Lifestyle Coaches throughout the duration of the lifestyle change program
- ✓ Be willing to cover a lifestyle change program session if a Lifestyle Coach is unable to facilitate that session and no other Lifestyle Coach can cover the session, in order to prevent a cancelling the session