

Appendix 1: Sample ADI Job Description

Below is a sample job description for an ADI worker. You may be able to adapt it to meet the needs of your community.

Report to	Community Health Director, or Nurse-in-Charge
Background	The ADI is a prevention-based initiative with a focus on health promotion and primary prevention and educational activities. Communities are encouraged to develop innovative, culturally relevant approaches aimed at increasing community wellness and ultimately reducing the burden of type 2 diabetes.
Main responsibilities	The program worker makes sure that all ADI activities are running well, according to the ADI's goals and objectives, as well as the community's needs and priorities.
Duties	<ul style="list-style-type: none"> • For communities in a set agreement, develop and implement an annual ADI work plan in partnership with other community programs and community members • Help prevent diabetes and its complications through various healthy eating and physical activity activities in the community including: <ul style="list-style-type: none"> • Hosting hands-on healthy cooking sessions for all community members • Coordinating physical activity sessions for all community members • Facilitating educational sessions for community members on what is diabetes, risk factors and how to prevent diabetes and its complications • Promoting and supporting food security projects and activities in your community such as growing a community garden, supporting hunting, fishing and food gathering • Promoting and supporting physical activity in your community • Work in partnership with the community store to promote the availability of affordable healthy foods • Work in partnership with various community workers including other health program workers, health professionals, school personnel, band office, RCMP officers, child and family services, day cares, Aboriginal Head Start on Reserve • Facilitate a partnership with the school to assist in implementing healthy food and physical activity policies and healthy lifestyle education • Link with resources outside your community such as the Regional Health Authority, your Tribal Council (if relevant), non-profit organizations such as Food Matters Manitoba, Dairy Farmers of Manitoba, Heart and Stroke Foundation, Canadian Diabetes Association, etc. • Act as a diabetes resource for community members • Assist with the Diabetes Integration Project (DIP) and Manitoba Retinal Screening Visioning Program (MRSVP) if available to your community • Work with the nursing station or and health centre to ensure that clients visiting the nurses are aware of the ADI sessions available to all community members • Become familiar with the Manitoba First Nations Diabetes Strategy 'A Call to Action' Provide

	<p>feedback to the MFNDC on the implementation of 'A Call to Action'</p> <ul style="list-style-type: none"> • Participate in ongoing training opportunities • Work with leadership to promote and support healthy community policies • Fulfill reporting requirements of the ADI program • Other roles as identified by your community
Duties NOT to be done by ADI workers	<ul style="list-style-type: none"> • Unless the ADI worker is a trained nurse, s/he should NOT be doing clinical tasks such as: <ul style="list-style-type: none"> • Taking clients' blood glucose readings • Reading and assessing clients' blood glucose readings • Taking clients' blood pressure • Assisting clients with insulin teachings • Other clinical tasks <p>ADI workers are not trained to complete clinical tasks, nor are they protected should an incident occur. ADI workers are trained to complete community public health activities as those listed above.</p>
Skills, abilities and education	<ul style="list-style-type: none"> • Ability to read and write English at a grade 8 level • Basic cooking skills, and able to follow recipes and manage food costs • Ability and willingness to work with many people, learn new information or activities • Good management skills, punctual, committed to helping community members