



Poarch Band of Creek Indians

5811 Jack Springs Rd. ♦ Atmore, AL 36502
 Tribal Offices: 251.368.9136 ♦ www.pci-nsn.gov

	Job Announcement: HR2017:113
Position Title: Physician Assistant	Advertising: Publicly
Department: Health	Division: Health & Elder Services
Immediate Supervisor: Chief Physician/Chief Medical Officer	Department Director: Health & Elder Services Division Director
Employment Status: Exempt	Position Type: Regular Full-Time
Mandatory Reporter: Yes	Background Check Required: Yes (child-sensitive)
Opening Date: Friday, October 6, 2017	Closing Date: Friday, October 20, 2017 by 5:00 p.m.

Preference shall be given in accordance with the Title 33 (Tribal Employment Rights) of the Tribal Code.

Overall Objectives of Position

The Physician Assistant promotes and maintains health by providing medical services under the supervision of a physician. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Physician Assistant is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable programs.

The Physician Assistant is expected to live the Purpose and Values of the Poarch Band of Creek Indians and will go beyond the call of duty.

Primary Responsibilities of the Physician Assistant

- Contributes to physician's effectiveness by identifying short-term and long-range patient care issues that must be addressed, providing information and commentary pertinent to deliberations, recommending options and courses of action, and implementing physician directives.
- Assesses patient health conditions by interviewing patients; performing physical examinations; and obtaining, updating, and studying medical histories.
- Determines abnormal conditions by administering or ordering diagnostic tests, such as x-rays, electrocardiograms, and laboratory studies; interpreting test results.
- Documents patient care services by charting in patient records Electronic Health Record.
- Performs therapeutic procedures by administering injections and immunizations, suturing, and managing wounds and infections as licensed.
- Instructs and counsels patients by describing therapeutic regimens, giving normal growth and development information, discussing family planning, providing and counseling on emotional problems of daily living, promoting wellness and health maintenance.
- Provides continuity of care by developing and implementing patient management plans.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Protects patients and employees by adhering to infection-control policies and protocols.
- Complies with Standards of Care such as GPRA and IPC projects with Indian Health Services. (All other insurance requirements)
- Performs a comprehensive wellness physical exam to include pap smears and other annual testing.
- Complies with federal, state, and local legal and professional requirements.
- Maintains registration agreement with supervising physician and all that is required by the Alabama Board of Medical Examiners Rules and Regulations.
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- Develops health care team staff by providing information, educational opportunities, and experimental growth opportunities,
- Contributes to team effort by accomplishing related results as needed.
- Performs other duties as assigned by the appropriate person.

Day-to-day Responsibilities

- Day-to-day leadership of the staff, by being visible and interacting with personnel and inspiring them with Purpose and Values.
- Plans, organizes coordinates, all aspects of patient care.

Education/License/Certification and Experience Requirements

- Must possess certification by NCCPA and valid Physician Assistant License.
- Must obtain State of Alabama Physician Assistant within six (6) months from date of hire.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Must be proficient in the use of Electronic Health Records.
- Basic of understanding of procedure (CPT) and diagnosis (ICD-10) codes preferred.
- Familiarity with the cultural factors relative to the care of Native Americans preferred.
- Ability to work in a high-performance, fast-paced, high-pressure environment.
- Ability to work in a cross-cultural environment.
- Adept at multi-tasking, have unquestionable integrity, with an uncompromising commitment to quality.
- Organized with unfailing attention to detail.
- Exceptional interpersonal and communication skills, both verbally and in writing.
- Outstanding project management and organizational skills.

Additional Requirements

- Ability to work odd and irregular hours, as needed; flexible in regards to accommodating emergency visits as needed.
- Must possess and maintain documentation of immunization against Hepatitis B, or must obtain immunization within ninety (90) days of date of hire.
- Must successfully pass the required criminal and character background check.
- Ability to travel and participate in training as recommended to meet the goals and objectives of applicable programs.
- Ability to adequately and successfully perform all duties and responsibilities of this position.

Every applicant must complete an application provided by Human Resources. Human Resources is located in the modular building next to the Assisted Living Facility. A resume will not be accepted in the place of an application. **Complaints about the recruitment or selection process for employment should be directed in writing to the Human Resources Director of PCI Tribal Government.**