



Poarch Band of Creek Indians

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

Job Announcement: HR2017:118

Position Title: Staff Physician	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: Tuesday, November 14, 2017	Closing Date: Tuesday, November 28, 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 Staff Physician provides direct medical care, within the established parameters of the Health Department for the Poarch Band of Creek Indians. This job description is not an all-inclusive list of the duties and responsibilities of this position. The Staff Physician is expected to perform all duties and responsibilities necessary to meet the goals and objectives of applicable program.

The Staff Physician 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 Staff Physician

- Conducts regular ambulatory clinic by examining, diagnosing, and treating patients on a daily basis.
- Conducts initial and periodic health examinations, prescribes medications and implements remedial treatment as required.
- Participates in appropriate meetings to develop new, modify and evaluate existing medical procedures relative to patient care with the objective of improving the quality of patient care.
- Refers patients and their families to PCI support departments such as Mental Health, Family Services, Community Health nursing, etc., to assure completeness of care using the electronic health record.
- Maintains patients' records using the EHR in a problem-oriented medical format with entries according to program policy, assuring compliance with coding, clinical and legal standards.
- Instructs patients on specific treatments as well as in general preventive care.
- Maintains state licensure and certification through participation in appropriate continuing medical education relative to the needs of the Tribal health program.
- Participates in community activities and community health planning as necessary.
- Performs minor outpatient surgical procedures (e.g. Suturing, wart removal, etc.) as appropriate based upon Health Department needs.
- Participates in GPRA measures and IPC Team projects.
- Promotes teamwork with assigned nursing staff.
- Participates in Health Department committees including but not limited to Infection Control/Safety, Pharmacy and Therapeutics, and Quality Improvement.
- Documents all encounters in EHR charts in a timely manner.
- Performs other duties as assigned by appropriate person.

Day-to-day Responsibilities

- Leads staff, by being visible and interacting with personnel and inspiring them with Purpose and Values.
- Completes patient care tasks on a daily basis including but not limited to completing chart notes, medication refill requests, records reviews, lab reviews, and radiology report reviews.

Education/License/Certification and Experience Requirements

- Must possess and maintain State of Alabama Medical License OR must possess Medical License and obtain State of Alabama Medical License within six (6) months from the date of hire.
- Three (3) years' experience in Family Medicine or Internal Medicine required; residency training and fellowship will be accepted as relevant experience.
- Must maintain current professional licensure in Basic Life Support (BLS) or obtain licensure within ninety (90) days of date of hire.
- Board Certification in medical specialty preferred.
- Must be an eligible Medicare provider.

Skills Required

- Absolute confidentiality, adhering to HIPAA guidelines and the Privacy Act.
- Must have a working knowledge of computers and electronic health records, with the ability to work in a Windows environment with various software programs such as Microsoft Office software and etc.
- Experience and ability to supervise professional health care workers in an ambulatory setting preferred.
- 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.

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 required training, leadership development, and other events.
- 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.**