



Bois Forte Band of Chippewa

5344 Lakeshore Drive ■ Nett Lake MN, 55772 ■ 218-757-3261/1-800-221-8129

PHYSICIAN (FAMILY PRACTICE)

Position Description

Opens: May 21, 2019 Closes: June 19, 2019			
Department:	Health	Reports to (title):	Clinic Manager
Job Code:	EX-24	Job Location:	Bois Forte Tribal Government - Nett Lake and Vermilion, MN
Pay Range:	Min: \$225,437.98 (\$108.384) Mid: \$288,842.20 (\$138.866) Max: \$352,246.43 (\$169.349)	Supervises:	Yes
Hours/week:	Varies	Classification:	Exempt
Type of Position:	Part-Time	Effective Date:	01/01/2017
		Revised Date:	01/03/2017

PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of Bois Forte Band of Chippewa are expected to conform to the following:

- Uphold all principles of confidentiality to the fullest extent.
- Adhere to all professional and ethical behavior standards of the tribal government (may also be referred to as "Band").
- Interact in an honest, trustworthy, and respectful manner with employees, community, visitors, and vendors.
- Comply with Bois Forte Band of Chippewa policies and procedures.
- Display respect and understanding of Bois Forte Band of Chippewa traditions and values.

POSITION PURPOSE

The Tribal Physician practices medicine providing patient assessment, diagnostic, and treatment services in the clinic. . Once the diagnosis is made, the Physician provides the necessary treatment, prescribes medication, or refers patients to specialist.

ESSENTIAL DUTIES, FUNCTIONS, & RESPONSIBILITIES

1. Prescribes or administers treatment, therapy, medication, vaccination, and other specialized medical care to treat or prevent illness, disease, or injury.
2. Conducts routine checkups, as well as physical examinations; performs examinations and conducts diagnostic tests.
3. Orders, performs, and interprets tests and analyzes records, reports, and examination information to diagnose patients' condition.
4. Make appropriate diagnoses and prescribe necessary treatments, procedures and medications following established medical practice.
5. Record all information gathered and decisions made in the patient's health records, regarding their health status, treatments, and medications prescribed.
6. Work with the other members of the health care team as needed in carrying out of prescribed duties.
7. Serve on committees as directed.
8. Examine or conduct tests on patients to provide information on medical condition.

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9. Advise patients and community concerning diet, activity, hygiene and disease prevention.
10. Refer patients to medical specialists or other practitioners when necessary.
11. Analyze records, reports, test results or examination information to diagnose medical condition of patient.
12. Explain procedures and discuss test results on prescribed treatments with patients.
13. Display a responsive and professional manner in solving all requests, complaints and problems.
14. Represent the Bois Forte Band and the department in a positive and professional manner in the community.
15. Recognize that each employee is a representative of the Bois Forte Band and is responsible for demonstrating courtesy, respect and sensitivity to the needs of every person including visitors and co-workers.
16. May serve as Medical Director of the Bois forte Ambulance Service.
17. Attend meetings as directed by supervisor.
18. Maintain a clean and organized work area.
19. May require direct supervision of Physician Assistants including Delegation Agreement.
20. Due to changes in modifications in the job from time to time, employees are required to be flexible and assume other responsibilities assigned by management as management sees the necessity. Some assignments may not be listed on this description.

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Five years of experience in a family practice setting, or graduate of approved family practice residency |
| Education: | <ul style="list-style-type: none">• Doctor of Medicine or Doctor of Osteopathic Medicine degree from an accredited US School of Medicine.• Foreign medical graduates who completed U.S. Accredited residency program. |
| License/Certification: | <ul style="list-style-type: none">• Current license to practice medicine in Minnesota• Eligibility for board certification• DEA registration• CPR, ACLS Certified |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Knowledge of anatomy and physiology, assessment of patient condition, pathophysiology, pharmacology, and standard treatment protocols.• Possess interpersonal skills necessary in order to answer routine inquiries from patients and patient's family members when conducting physical exams and instructing and/or educating about conditions and treatments; to communicate with department personnel when exchanging patient-related information; and to discuss patient condition with physicians.• Ability to work well as a cooperative and supporting member of the team.• Analytical skills necessary in order to review nurse's notes, vital signs, laboratory data and other patient information when evaluating patient condition and when reviewing medical charts.• Ability to concentrate and pay close attention to detail when reviewing patient data.• Ability to communicate effectively orally and in writing is required.• Ability to work independently and establish work priorities is required.• Competent in use of Electronic Medical Records.• Attention to detail and accuracy is required.• Some travel is required. |

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- Ability to establish professional and harmonious working relationships on all projects and with all parties involved.
- Basic operation of a workstation (turning on/off, knowledge of basic functions and components) and general office equipment. Use/storage/maintenance of multiple usernames and passwords. Computer-related problem-solving skills through the use of available trainings and help desk.
- Knowledge of Microsoft Office Suite (Word, Excel, etc.), internet software and appropriate storage of electronic files.
- Ability to perform other duties as assigned.
- A record of satisfactory performance in all prior and current employment as evidenced by positive employment references from previous and current employers.

PREFERRED QUALIFICATIONS

- Prior experience working with Indian Health Services (IHS), a tribe, or tribal organization.

WORK ENVIRONMENT

- Work environment: The work environment characteristics described here are representative to those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time. This position may be exposed to certain health risks that are inherent when working within a health center facility, such as potential exposure to hazardous chemicals, sharps and infectious body fluids.
- Physical demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk, hear and perform repetitive motions. There may be prolonged periods of sitting, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision. Talking and hearing are essential to communicate with the community, visitors, employees, and vendors.
- Mental demands: There are a number of deadlines associated with this position. The employee must be able to handle frequent interruptions and must also multi-task and interact with a wider variety of people on various and, at times, complicated issues.

TRIBAL AND INDIAN PREFERENCE

The Bois Forte Band of Chippewa has implemented a Tribal and Indian Preference in Employment Policy. Pursuant to this Policy, applicants who possess the knowledge, skills, and abilities required by this position, and who are enrolled members of the Bois Forte Band of Chippewa Tribe will be given primary preference in hiring and employment for this position. Members of other federally-recognized Indian tribes will be given secondary preference for hiring and employment after providing proof of tribal membership. Tribal and Indian preference is integrated into the interview and scoring process for candidates for job positions.

OTHER

- Confidentiality: All employees must uphold all principles of confidentiality to the fullest extent. This position may have access to sensitive information and a breach of these principles will be grounds for immediate termination.

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Background Investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Drug Screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and will be subject to random drug testing.

***Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.*

PRE-EMPLOYMENT DRUG TESTING APPLIES. INDIAN PREFERENCE WILL APPLY. UPON PRESENTATION OF DD-214 WHICH REFLECTS HONORABLE DISCHARGE, APPLICANTS WILL RECEIVE VETERAN'S PREFERENCE POINTS. Please visit our website at www.boisforte.com to download an application. Applications are accepted via: Fax, Email, U.S. Mail, and In Person. Submit applications to: Human Resources Director, Miranda Lilya, 5344 Lakeshore Drive, Nett Lake, MN 55772, Fax: 218-757-3312, mlilya@boisforte-nsn.gov. Applications received after the closing date will not be accepted.