



JOB DESCRIPTION

*****SENSITIVE*****

Job Title: Physician – General/Family Practice
Dept./Division: Health Department
Unit: Medical Unit
Job Family/Class: Medical Professional Series
Supervised By: Medical Deputy Director
Employee Type: Hourly – Part Time
Pay Grade: Y / Z

NATURE OF WORK:

Serves as a Physician for the Pascua Yaqui Health Department to perform preventive, diagnostic and general medical services; works under the general supervision of the Medical Deputy Director, who provides general clinical and administrative guidance. The Incumbent works with considerable independence during the course of patient care. Position responsibilities involve typical diagnostic decisions, standard medical treatment for patients and/or determining if a referral to a specialist is appropriate. Work is reviewed for conformity to the Yaqui Health Program guidelines and tribal policies and procedures.

ESSENTIAL FUNCTIONS:

- Interview and examine patients, review past medical history, request and/or perform diagnostic tests and examination as necessary to make diagnosis of treatment and/or referral as appropriate.
- Perform inpatient consultation if needed.
- Perform outpatient and inpatient surgical procedures as needed.
- Serve as the ringside doctor for the Boxing and MMA events held the Casino Del Sol.
- Review and approve complex medical specialty referrals for the Managed Care Program.
- Serve as the backup Medical Director for the Health Department.
- Coordinate and provide urgent medical services to the Tribes detention inmates located at the Pascua Yaqui Tribe.
- Review research/evaluation proposals and coordinates the tribes research review process.
- Represent activities both within and outside the Pascua Yaqui Tribe and to gain support for the health department's program goals.
- Accomplish the quality and quantity of work expected within set limits of cost and time.
- Understand and promote management goals, as these effect day-to-day operations.
- Maintains clinical and administrative records as required.
- Attend meetings and participate on committees for the health department as assigned by the Diabetes Program Manager.
- Work closely with the Clinical Director and Medical Staff.
- Perform other duties of a similar nature or level as requested by supervisor or director.

ESSENTIAL KNOWLEDGE AND SKILLS:

Knowledge of:

- In-depth knowledge and skills in areas of professional licensure;

Revised: 08.18.2014

- Research evaluation and design;
- Indian Health Services policies, procedures, rules and regulations;
- Accreditation requirements and procedures;
- Represent standards of excellence in health care delivery;
- Regulatory and procedural issues pertaining to a variety of health care disciplines and public health programs;
- Health care programs and experience in both clinical and managerial settings;
- Medical protocols, procedures and standards of care;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

Skills in & Ability to:

- Demonstrate and advocate for excellence in medical care standards;
- Establish and maintain a positive working relationship in order to direct health care programs, health education and paraprofessional community health programs;
- Motivate, train and work effectively with subordinates with a variety of backgrounds and training;
- Develop improvements in or design new work methods and procedures;
- Analyze organizational and operational problems and develop timely and economical solutions;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

TRAINING AND EXPERIENCE:

Doctorate Degree in Medicine, have a board certification in any recognized medical specialty and four (4) years of experience developing Program & Prevention Programs in a public health setting; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

And

- Work history with Indian populations is preferred;
- Bilingual English/Spanish is preferred.

Grade Y – One (1) year of Medical Center experience or two (2) years of approved residency training.

Grade Z – Over five (5) years experience in Family Practice medicine.

LICENSING REQUIREMENTS:

- Must have active Arizona Medical License DEA Licensure.
- Must possess and maintain a valid Arizona Driver's License.

BACKGROUND CHECK:

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).

TRIBAL VEHICLE USE POLICY NOTICE:

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage. **Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.**

PHYSICAL REQUIREMENTS:

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing and balancing. Incumbents may be subjected to bodily fluids, chemicals, travel and workspace restrictions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

This position will require the incumbent to work non-traditional hours, nights and weekends.

This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.

Review and Approved by:

Department Head and/or Designee

Date

H.R. Manager/Classification & Compensation

Date

Human Resources Director

Date